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ScanSnap

Organizer

User's Guide

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1. Introduction

Thank you for purchasing ScanSnap Organizer.

This product is a software application that displays (in a list or thumbnail view) and manages PDF and JPEG files created with the duplex color scanner ScanSnap (S510 series).

ScanSnap Organizer has the following features.

- You can view document images scanned with the ScanSnap without opening them in other applications and create folders to categorize files.
You can also flip through the pages of a PDF file in the thumbnail view to verify the scanned images.
- You can send files by e-mail and print them with a printer.
- You can convert PDF files into Microsoft® Word, Microsoft® Excel or Microsoft® PowerPoint® files.
- You can search for a word or phrases within the PDF files. As well, you can convert PDF files created with the ScanSnap into searchable PDF files.

Before you start using this application, be sure to read this guide to ensure correct use.

High Risk Activity

The Customer acknowledges and agrees that the Product is designed, developed and manufactured as contemplated for general use, including without limitation, general office use, personal use, household use, and ordinary industrial use, but is not designed, developed and manufactured as contemplated for use accompanying fatal risks or dangers that, unless extremely high safety is secured, could lead directly to death, personal injury, severe physical damage or other loss (hereinafter “High Safety Required Use”), including without limitation, nuclear reaction control in nuclear facility, aircraft flight control, air traffic control, mass-transport control, medical life support system, missile launch control in weapon system. The Customer, shall not use the Product without securing the sufficient safety required for the High Safety Required Use. In addition, PFU (or other affiliate’s name) shall not be liable against the Customer and/or any third party for any claims or damages arising in connection with the High Safety Required Use of the Product.

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How Trademarks Are Indicated In This Manual

The following abbreviated terms used in this guide are described.

Windows 2000:	Microsoft® Windows® 2000 Professional operating system
Windows XP:	Microsoft® Windows® XP Professional operating system, Microsoft® Windows® XP Home Edition operating system
Windows Vista:	Microsoft® Windows Vista™ Home Basic operating system (32bit), Microsoft® Windows Vista™ Home Premium operating system (32bit), Microsoft® Windows Vista™ Business operating system (32bit), Microsoft® Windows Vista™ Enterprise operating system (32bit), Microsoft® Windows Vista™ Ultimate operating system (32bit)
Windows:	Where there is no distinction between the different versions of the above operating systems, the term “Windows” is used.
Adobe Acrobat:	Adobe® Acrobat® In this manual, explanations are given on the precondition that Adobe Acrobat that comes with this product is installed on the computer to use. Unless otherwise specified, the term Adobe Acrobat refers to the Adobe Acrobat bundled with this product. Note that Adobe Acrobat, which comes with this product, is subject to update without notice. If there are any discrepancies between those descriptions provided in this manual and actual operations such as the dialog box, please refer to “Help” in Adobe Acrobat.
Internet Explorer:	Microsoft® Internet Explorer
ABBYY FineReader for ScanSnap:	ABBYY FineReader for ScanSnap™

Copyright

Other than restricted usage equivalent to personal use or within the family, copyrighted materials such as books, drawings, prints, maps, and blueprints cannot be copied without the consent of the copyright owners.

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212-8563, Japan

Phone: (81-44) 540-4538

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Symbols Used in This Manual

This manual uses the following symbols in explanation.



This symbol alerts operators to particularly important information. Be sure to read this information.



This symbol alerts operators to helpful advice regarding operation.

Screen Examples in This Manual

The screen examples in this manual are subject to change without notice in the interest of product improvement.

If the actual screen differs from the screen examples in this manual, operate by following the actual screen displayed.

Screenshots in this manual are used according to guidelines provided by Microsoft Corporation.

Users who may use Windows Vista

All the screenshots in this manual were taken in Window XP. If the operating system you are using is Windows Vista, the screen displays may vary slightly. The differences between these operating systems are as follows:

Windows XP	Windows Vista
[My ScanSnap] folder	[ScanSnap] folder
[My Documents]	[Documents]

1.1. System Requirements

The following system requirements are essential for ScanSnap Organizer.

Operating System		Windows 2000 Windows XP	Windows Vista
PC	CPU	Intel® Pentium® III Processor 600 MHz or higher (Intel® Pentium® 4 Processor 1.8 GHz or higher is recommended)	Intel® Pentium® 4 Processor 1.8GHz or higher
	RAM	128 MB or more (256 MB or more is recommended)	512 MB or more
	Hard disk space	320 MB or more of free hard disk space	

- ❖ To use the search function, Adobe Acrobat 7.0 or later must be installed.
(For details, refer to “[3.3. Converting PDF Files into Searchable Ones](#)” on page [37](#), and “[Appendix 1. About Searchable PDF Files](#)” on page [73](#).)
- ❖ To use the search function on Windows Vista, Adobe Acrobat in a version that supports Windows Vista must be installed. The search function is not guaranteed in a version that does not support Windows Vista.
- ❖ To use Actions, ABBYY FineReader for ScanSnap 3.0 or later must be installed.
(For details, refer to “[2.3. Actions](#)” on page [28](#).)

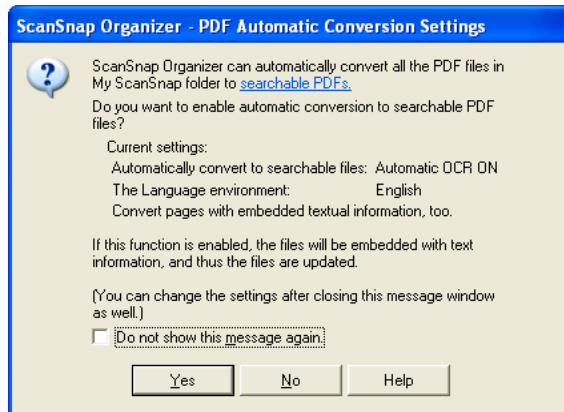
2. Basic Operations


This chapter explains how to use ScanSnap Organizer.

2.1. Starting ScanSnap Organizer

1. From the [Start] menu, select [All Programs] -> [ScanSnap Organizer] -> [ScanSnap Organizer].

⇒ The “PDF Automatic Conversion Settings” dialog box appears.
(Depending on the setting, it may not appear.)



You can also activate the ScanSnap Organizer by double-clicking the icon  on the desktop.

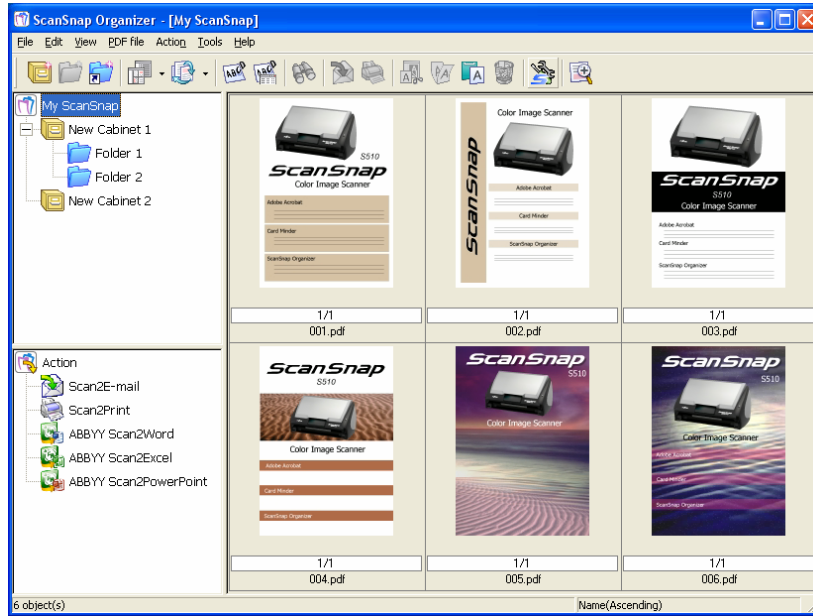
2. If you want to perform automatic conversion into searchable PDF, click the [Yes] button, and if not, click the [No] button.



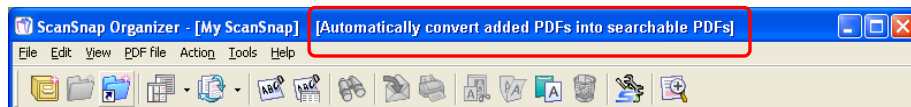
- ScanSnap is capable of making searchable PDF files by embedding textual information in PDF files, which are the image data scanned with the ScanSnap. There are two methods to use this function:
 - Manually select only necessary PDF files to convert them into searchable files.
 - Automatically convert PDF files added in the predetermined folder ([My ScanSnap] folder).To select the former method, click the [No] button; for the latter, click the [Yes] button.
 - If you want to know what the searchable PDF files are, refer to “[Appendix 1. About Searchable PDF Files](#)” on page [73](#).
 - The “PDF Automatic Conversion Settings” dialog box can be hidden from view. Mark the “Do not show this message again” checkbox if you don’t want to see this dialog box again.
 - You can change the “PDF Automatic Conversion Settings” later. For details on how to change the settings, refer to “[3.4. Configuring Automatic Conversion Settings of PDF Files](#)” on page [49](#).
-

- Every log-in user can use his/her own “PDF Automatic Conversion Settings.” Automatic conversion is executed while the user who added the PDF file into the [My ScanSnap] folder logs on Windows and whenever any other applications are not running on the computer. If the automatic conversion is not complete by the time the user logs off, it will be restarted when the same user logs in again.

⇒ The ScanSnap Organizer window appears.



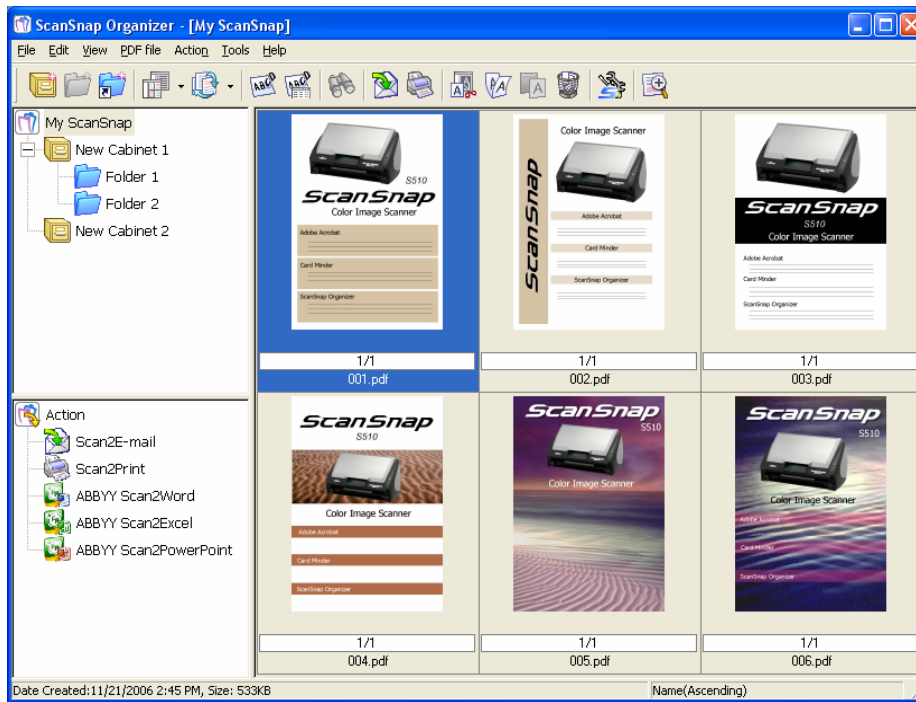
If you turn Automatic OCR on (if you click the [Yes] button), “Automatically convert added PDFs into searchable PDFs” appears on the title bar while the [My ScanSnap] folder is selected to show files in the folder.



2.2. Operating Window

The following is an example of the ScanSnap Organizer main window, which is displayed at startup. This window provides the controls that you can use in ScanSnap Organizer.

<Main Window>



About the image display in ScanSnap Organizer

- ScanSnap Organizer creates cache data (temporarily stored data) of PDF files capable of being thumbnailed so that it can display images faster. The cache data is stored in the hidden “.organizer” subfolder in the folder where the relevant PDF file is stored. If it is deleted accidentally, it takes time to display images. Be careful not to delete the cache data.
- ScanSnap Organizer cannot create cache data of PDF files saved in unwritable media such as the CD even if it displays the image of these PDF files. If you want to display images faster, once copy the files from the said media into the hard disk to create cache data, and then store the files with the cache data in the CD again.
- After scanning, images may not appear immediately or no images may appear while additional operations such as password settings are being applied. If images do not appear after setting a password, select [Refresh] from the [View] menu.

<Thumbnail View>

Menu bar
Displays the menu used in ScanSnap Organizer.

Toolbar
Frequently-used functions are indicated by icons.

Folder view
Folders managed in ScanSnap Organizer are listed.

Action menu
The icons of the Action with which the selected files are utilized are displayed in this list.

File view
PDF or JPEG files in the selected folder are displayed as thumbnails.

Status bar
When any file is selected: Date Created, Size, and File sequence of the selected file are shown.
When any folder is selected: The total number of files in the folder is shown.

Pop-up Thumbnail window
The selected page is displayed in a Pop-up window when the thumbnail view is used.



PDF and JPEG files are displayed as thumbnails in the Folder view.
Other files are displayed as icons associated with their applications.

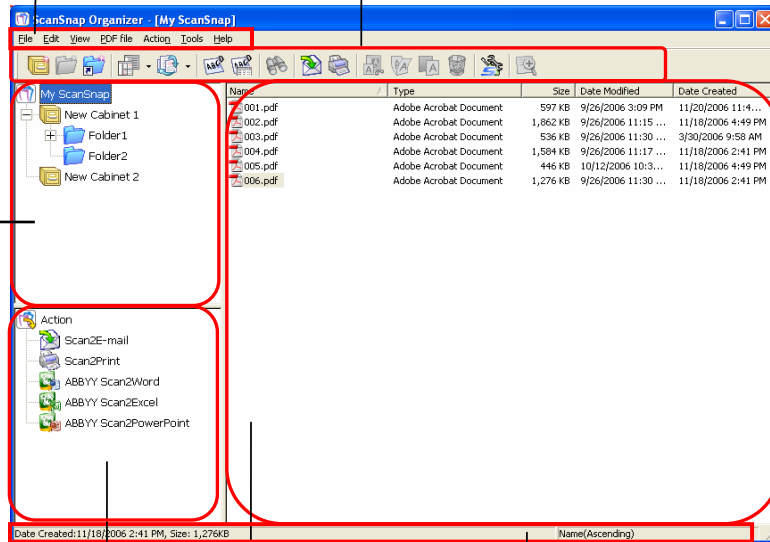
<List View>

Menu bar

Displays the menu used in ScanSnap Organizer.

Toolbar

Frequently-used functions are indicated by icons.



Folder view

Folders managed in ScanSnap Organizer are listed.

File view

Files in the selected folder are listed.

Status bar

When any file is selected:
Date Created, Size, and File sequence of the selected file are shown.

When any folder is selected:
The total number of files in the folder is shown.

Action menu

The icons of the Action with which the selected files are utilized are displayed in this list.

2.2.1. Menu Bar

This section explains each menu item of the menu bar.

<[File] menu>

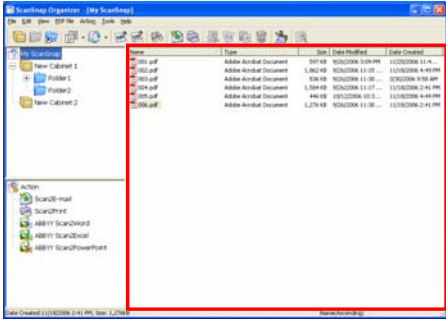
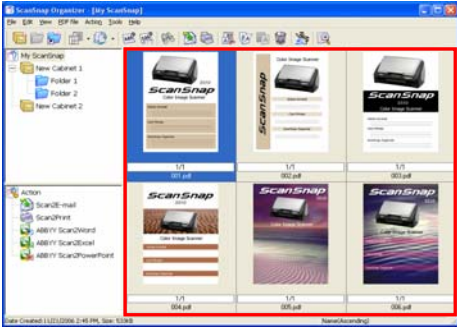
File	
Open	Starts an associated application to open a selected file. (Example: For a PDF file, “Adobe Acrobat” is started.)
Print <Ctrl + P>	Prints a selected file. ❖ (In addition, multiple files can be selected and printed at a time.)
New	<p>Cabinet: <Ctrl + B> Creates a new Cabinet directly under the [My ScanSnap] folder. Folders or files can be stored inside it.</p> <p>Folder: <Ctrl + F> Creates a new Folder under the selected Cabinet. Files can be stored inside it.</p> <p>❖ Folders cannot be created under the [My ScanSnap] folder. Also, if a new folder is created directly under the [My ScanSnap] folder in other programs such as Windows Explorer, it is shown as [Cabinet] in ScanSnap Organizer.</p>
Shortcut to folder	Creates a shortcut to any existing folder directly under the [My ScanSnap] folder. Files within the selected folder can be previewed in ScanSnap Organizer. ❖ The shortcut to the [My ScanSnap] folder, which is specified on the [General Settings] tab in the “Options” dialog box, cannot be created. The path is set to the “My ScanSnap” folder under My Documents by default. (See page 21.)
Delete shortcut to folder	Deletes the shortcut to the selected folder.
Import	Copies files in other folders to the selected folder.
Export	Copies the selected files to other folders. ❖ Files cannot be exported to the [My ScanSnap] folder.
Delete 	Deletes the selected file, Folder, or Cabinet.
Rename <F2>	Renames the selected file, Folder, Cabinet, or Shortcut.
Properties	Shows the folder to which the selected shortcut is linked. This item is available only when the shortcut is selected.
Exit	Exits ScanSnap Organizer.

<[Edit] menu>

Edit	
Undo <Ctrl + Z>	Undoes the most recent action such as the following. <ul style="list-style-type: none"> • Delete (to move to the Recycle Bin) • Rename • Copy/Move by a drag and drop action • Cut or Paste
Cut <Ctrl + X>	Cuts the selected file, Folder, or Cabinet.
Copy <Ctrl + C>	Copies the selected file, Folder, or Cabinet.
Paste <Ctrl + V>	Pastes the cut or copied file, Folder, Cabinet. <ul style="list-style-type: none"> ❖ When [Folder] is pasted directly under the [My ScanSnap] folder, it is changed to [Cabinet] in ScanSnap Organizer. On the other hand, when [Cabinet] is copied/moved to under another [Cabinet] or [Folder], it is changed to [Folder].
Select All <Ctrl + A>	Selects all files displayed in File view.

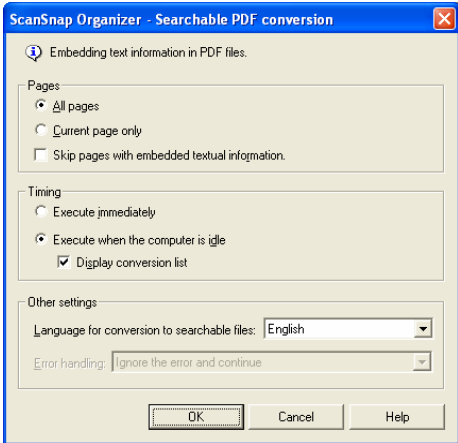
<[View] menu>

View	
File Name	Shows the file name under the displayed thumbnail if it is checked (when Thumbnail View is used). <div data-bbox="1027 891 1278 1205" data-label="Image"> </div>
Pop-up Thumbnail	Checking it shows a pop-up thumbnail when you select a file. <div data-bbox="906 1240 1337 1532" data-label="Image"> </div> <p>You can scale the thumbnail up and down by dragging the lower right corner.</p> <div data-bbox="906 1581 1257 1904" data-label="Image"> </div>

View	
List	<p>Displays a list of files instead of thumbnails in the File view area.</p> 
Thumbnails	<p>Displays the thumbnail view instead of the file list in the File view area.</p> 
Thumbnail size	<p>Changes the size of thumbnails displayed in File view to Large, Medium, or Small, or changes to Top Thumbnail view.</p> <p>Large: 196 X 196 (Pixels) Medium: 128 X 128 (Pixels) Small: 96 X 96 (Pixels) Top: Shows the upper part of the image</p>
Rearrange Folders by	<p>Rearranges the folders displayed in Folder view in ascending or descending order according to folder names.</p>
Rearrange Files by	<p>Rearranges the files in File view in ascending or descending order by the following.</p> <p>Name You can rearrange the display sequences of files in File view in alphabetical order according to the name.</p> <p>Type You can rearrange the display sequences of files in File view according to the type.</p> <p>Size You can rearrange the display sequences of files in File view according to the size.</p> <p>Date Modified You can rearrange the display sequences of files in File view according to the date modified.</p> <p>Date Created You can rearrange the display sequences of files in File view according to the date created.</p> <ul style="list-style-type: none"> ❖ The newly added file while ScanSnap Organizer is active is added to the end of thumbnails/list. ❖ You can change the order (ascending ⇄ descending) by clicking each factor (Name, Type, Size, Date Modified, or Date Created) on the menu.

View	
Refresh <F5>	Refreshes the display of Folder view and File view to the latest information.

<[PDF file] menu>

PDF file	
<p>Convert into Searchable PDF - Execute</p>	<p>Converts selected PDF files, which are scanned with the ScanSnap, into searchable PDF files. Settings can be changed in the following dialog box.</p>  <ul style="list-style-type: none"> • Pages Specifies the pages you want to make searchable. <ul style="list-style-type: none"> All pages All pages are converted. (It may take an extended period of time depending on the number of pages/PDF files selected because all pages are converted.) Current page only Thumbnails: Only the currently thumbnailed page is converted. List: Not available. “Skip pages with embedded textual information” checkbox Textual information is embedded into the scanned images when PDF files are converted into searchable ones. If this checkbox is marked, only pages not yet made searchable are converted. If the check mark is cleared, all pages including those already searchable are converted. • Timing Specifies timing to execute conversion. <ul style="list-style-type: none"> Execute immediately Conversion is started upon clicking the [OK] button. Execute when the computer is idle Conversion is performed depending on workload of the computer while a user who is using this function logs on to Windows. If the conversion is not complete by the time the user logs off, it will be restarted when the same user logs on again.

PDF file

Convert into Searchable PDF - Execute (Continued)

“Display conversion list” checkbox

If the checkbox is marked, a list of files to be converted is displayed upon clicking the [OK] button so that you can check the status.

This checkbox is available only when “Execute when the computer is idle” is selected.

• Other settings

Language for conversion to searchable files

You can select a language in which the document to be converted is written.

Error handling:

You can specify what to do in case of a conversion error.

You can specify it only when “Execute immediately” is selected as “Timing.”

- **Ignore the error and continue**

Even if an error occurs, conversion is continued to the end of the process.

- **Ask for confirmation**

If an error occurs during conversion, the confirmation message is displayed and conversion is suspended.

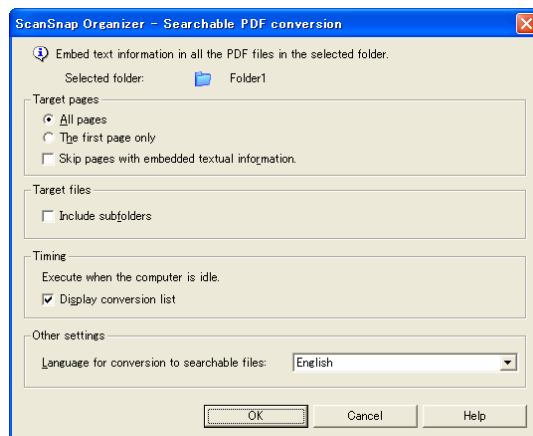
- **Stop processing and display error message**

If an error occurs during conversion, the error message is displayed and conversion is stopped halfway.

❖ If “Execute when the computer is idle” is selected, errors are ignored and conversion is continued to the end of the process.

❖ By selecting a Folder, Cabinet, or Shortcut, you can also convert PDF files stored the selected Folder, Cabinet, or Shortcut into searchable PDF files.

In such case, the following dialog box will appear.



PDF file	
<p>Convert into Searchable PDF - Execute (Continued)</p>	<ul style="list-style-type: none"> ● Target pages <ul style="list-style-type: none"> All pages All pages are converted. (It may take an extended period of time depending on the number of pages/PDF files selected because all pages are converted.) The first page only Only the first page is converted. “Skip pages with embedded textual information” checkbox Textual information is embedded into the scanned images when PDF files are converted into searchable ones. If this checkbox is marked, only the pages not yet made searchable are converted. If the check mark is cleared, all pages including those already searchable are converted. ● Target files <ul style="list-style-type: none"> Include subfolders If the checkbox is marked, PDF files in the subfolder(s) are also converted. Note that this checkbox is grayed out if the selected folder is the [My ScanSnap] folder/Shortcut to folder on the network. ● Timing <ul style="list-style-type: none"> “Execute when the computer is idle” only Conversion is performed depending on workload of the computer while a user who is using this function logs on to Windows. If the conversion is not complete by the time the user logs off, it will be restarted when the same user logs on again. “Display conversion list” checkbox If the checkbox is marked, a list of files to be converted is displayed upon clicking the [OK.] button so that you can check the status. ● Other Settings <ul style="list-style-type: none"> Language for conversion to searchable files You can select the language used for conversion.

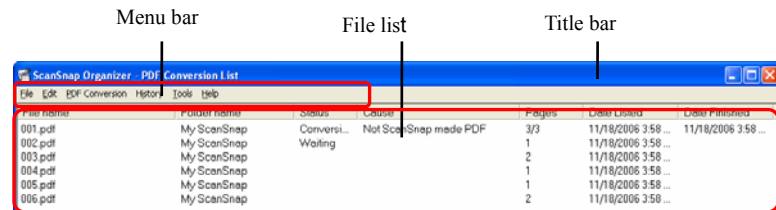
PDF file

Convert into Searchable PDF - PDF Conversion List

Displays the “PDF Conversion List” in which PDF files to be converted are listed so that you can check the status.

This list is used to check the status of PDF files to be converted as well as show PDF files targeted for conversion while the computer is not doing any other tasks (in other words, when idle).

You can also check the conversion results of PDF files to be converted automatically.



Menu Bar

• File

Stop/Delete: Conversion of the selected files is stopped and those filenames are removed from the list.

Close: Upon selecting “Close” from the menu, the PDF Conversion List dialog box closes.

• Edit

Select All: All files are selected.

• PDF Conversion

Suspend: Conversion into searchable PDF files is suspended. This item switches to “Restart” when the conversion is suspended. “Suspended” is displayed on the title bar.

Restart: The suspended conversion is restarted. This item switches to “Suspend” when the conversion is restarted.

• History

Conversion history: The conversion history of PDF files is displayed.

• Tools

View history setting: Specifies the number of days so that the name of files whose “Status” is “Conversion failed” is displayed in PDF Conversion List for a specified number days.

• Help

Help: ScanSnap Organizer Help is displayed.

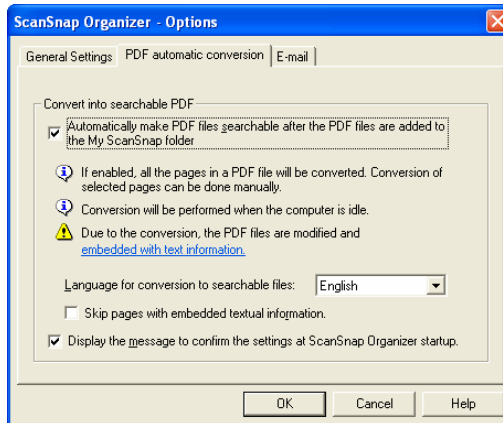
About ScanSnap Organizer: The version information of “ScanSnap Organizer – PDF Conversion List.”

PDF file	
Convert into Searchable PDF - PDF Conversion List (Continued)	<p>File List</p> <ul style="list-style-type: none"> ● File name The name of PDF files is displayed. ● Folder name The path to the folder, in which PDF files are stored, is displayed. ● Status The status of conversion is displayed. <ul style="list-style-type: none"> Waiting: The task is on standby. Converting: Conversion into searchable PDF files is in process. Conversion failed: Conversion into searchable PDF files has failed, or the PDF files incapable of being converted into searchable PDF files. Being stopped: Conversion into searchable PDF files was stopped during conversion, and your system is stopping conversion. Being suspended: “Suspend” was selected during conversion. Conversion to searchable PDF files is being suspended. When the conversion is suspended, this column will become blank. ● Cause When the “Status” is “Conversion failed,” the cause of failure is displayed. ● Pages The number of pages targeted for conversion is displayed. Note that the number of pages cannot be displayed if the PDF files are security-protected (such as by a password). ● Date Listed Date and time the conversion to searchable PDF files was directed. ● Date Finished Date and time the conversion was finished. ❖ The following file names are automatically removed from the “PDF Conversion List”. <ul style="list-style-type: none"> - The name of PDF files converted into searchable PDF files successfully. - The “Status” is “Conversion failed,” and the elapsed number of days starting on “Date Finished” exceeds the number of days specified on “View setting” dialog box. ❖ When “PDF Conversion List” is brought to the front, conversion starts even if the computer is not idle.

PDF file

Convert into Searchable PDF - Automatic Conversion Setting

You can set the setting so that PDF files added to the [My ScanSnap] folder are automatically converted into searchable PDF files.



- **“Automatically make PDF files searchable after the PDF files are added to the My ScanSnap folder” checkbox**

If this checkbox is marked, all PDF files scanned with the ScanSnap and added to the [My ScanSnap] folder are automatically converted into searchable PDF files.

- ❖ All pages are converted every time. If you want to convert only some pages, clear the check and select the files to convert those pages.
- ❖ Any files saved while this checkbox is unmarked are not targeted for automatic conversion. If you want to convert those files, select them to convert.

- **Language for conversion to searchable files**

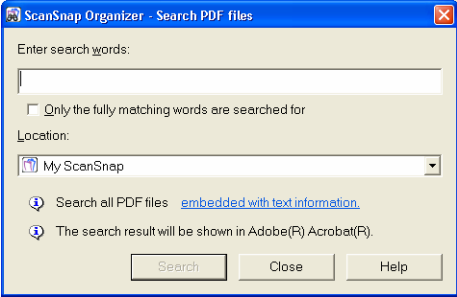
You can select a language in which the document to be converted is written.

- **“Skip pages with embedded textual information” checkbox**

Textual information is embedded into the scanned images when PDF files are converted into searchable ones. If this checkbox is marked, only pages not yet made searchable are converted. If the check mark is cleared, all pages including those already searchable are converted.

- **“Display the message to confirm the settings at ScanSnap Organizer startup” checkbox**

If this checkbox is marked, you will see a message confirming the settings every time you start ScanSnap Organizer.

PDF file	
Search <Ctrl + S>	<p>Searches PDF files.</p>  <ul style="list-style-type: none"> ● Enter search words Enter the word(s) you want to find in the PDF file made searchable. ● Only the fully matching words are searched for Mark this check box if you want to search only the words that precisely match with what you enter above. ● Location You can specify folders, cabinets, and shortcuts to be searched. <ul style="list-style-type: none"> ❖ Upon clicking the [Search] button, Adobe Acrobat is activated and a search is started. For details, refer to Help in Adobe Acrobat.



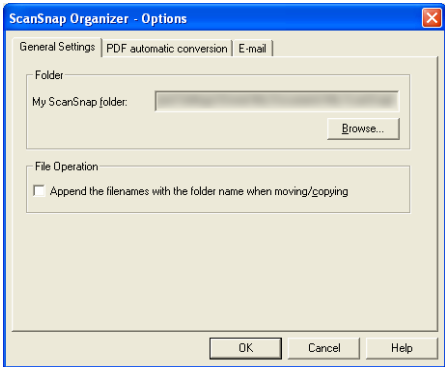
The Search function is available only when Adobe Acrobat 7.0 or later is installed on your computer.

<[Action] menu>

Action	
Scan2E-mail	You can send e-mail with selected files attached.
Scan2Print	You can print selected files with a printer.
ABBYY Scan2Word	You can convert selected files into Microsoft® Word file format.*
ABBYY Scan2Excel	You can convert selected files into Microsoft® Excel file format.*
ABBYY Scan2PowerPoint	You can convert selected files into Microsoft® PowerPoint® file format.*

* ABBYY FineReader for ScanSnap must be installed in advance.

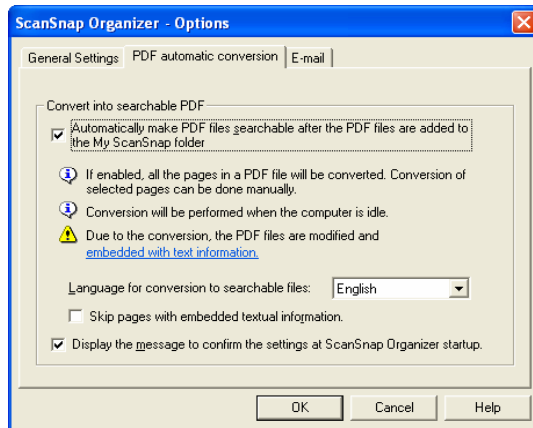
<[Tools]menu>

Tools	
Options - [General Settings] tab	<p>You can specify a destination folder and rename files when moving or copying the files.</p>  <ul style="list-style-type: none"> ● My ScanSnap folder Specifies the location of the [My ScanSnap] folder, which is present in Folder view when ScanSnap Organizer is started. The specified folder and the sub-folders can be displayed by ScanSnap Organizer. ● “Append the filenames with the folder name when moving/copying” checkbox When moving or copying a file, the destination folder’s name is appended in front of the file name. e.g.: When moving/copying a file named Snap001.pdf to a folder named Scan. File name after moving/copying: Scan_Snap001.pdf

Tools

Options - [PDF automatic conversion] tab

You can set the setting so that all PDF files scanned with the ScanSnap and added in the [My ScanSnap] folder are automatically converted into searchable PDF files.



- **“Automatically make PDF files searchable after the PDF files are added to the My ScanSnap folder” checkbox**

All PDF files scanned with the ScanSnap and added in the [My ScanSnap] folder while this checkbox is marked are converted into searchable PDF files automatically.

- ❖ All pages are converted every time. If you want to convert only some pages, clear the check and select the files to convert those pages.
- ❖ Any files saved while this checkbox is unmarked are not targeted for automatic conversion. If you want to convert those files, select them to convert.

- **Language for conversion to searchable files**

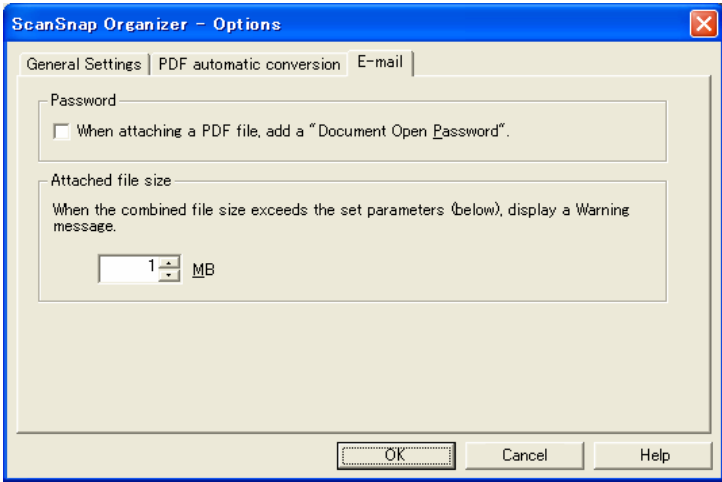
You can select a language in which the document to be converted is written.

- **“Skip pages with embedded textual information” checkbox**

Textual information is embedded the scanned images when PDF files are converted into searchable ones. If this checkbox is marked, only pages not yet made searchable are converted. If the check mark is cleared, all pages including those already searchable are converted.

- **“Display the message to confirm the settings at ScanSnap Organizer startup” checkbox**

If this checkbox is marked, you will see a message confirming the settings every time you start Organizer.













Tools	
Options - [E-mail] tab	<p>You can change preferences for sending files by e-mail.</p>  <ul style="list-style-type: none"> • “When attaching a PDF file, add a ‘Document Open Password’ ” checkbox If this checkbox is marked, you can set a password for files in the “Scan2E-mail - Set a password” dialog box that appears when sending PDF files by e-mail. <ul style="list-style-type: none"> ❖ Even if you mark this checkbox, you cannot set a password for the selected files that are already protected with a “Document Open Password”, or digital signatures are already applied to. ❖ You can set a password only for PDF files that were created with the ScanSnap. • “When the combined file size exceeds the set parameters (below), display a Warning message” When the combined file size becomes larger than the preset size, a Warning message is displayed. You can set a parameter to between 1 and 10 MB. <ul style="list-style-type: none"> ❖ Even if you see a Warning message, you can send the attached files. However, it is recommended to send files not larger than 2MB (it depends on your system environment).
ScanSnap Settings	ScanSnap Manager Settings is displayed.





<[Help] menu>

Help	
Help	Displays ScanSnap Organizer Help.
About ScanSnap Organizer	Displays ScanSnap Organizer’s version information.
Online Update	Updates ScanSnap Organizer to the latest version. <ul style="list-style-type: none"> ❖ It is essential that Internet Explorer is installed in a system which can access the Internet.

2.2.2. Toolbar

Buttons in the toolbar are as follows:

	<p>Create new cabinet: Creates a Cabinet in Folder view. A cabinet can be created only under [My ScanSnap] folder.</p>
	<p>Create new folder: Creates a Folder in a Cabinet in Folder view.</p> <ul style="list-style-type: none"> ❖ Folders cannot be created under the [My ScanSnap] folder. Also, if a new folder is created directly under the [My ScanSnap] folder in other programs such as Windows Explorer, it is shown as [Cabinet] in ScanSnap Organizer.
	<p>Create shortcut to ScanSnap Organizer folder: Creates a shortcut to any folder directly under the [My ScanSnap] folder.</p> <ul style="list-style-type: none"> ❖ The shortcut to the [My ScanSnap] folder, which is specified on the [General Settings] tab in the “Options” dialog box, cannot be created. (Open the “Options” dialog box by selecting the [Tools] menu -> [Options].) By default, the path is set to the original “My ScanSnap” folder, which is under “My Documents” folder. (See page 21.)
	<p>Change display mode: Switches the File view between Thumbnails and the List.</p>
	<p>Rearrange files: Rearrange files displayed in File view according to the name, type, size, date modified, or date created.</p> <ul style="list-style-type: none"> ❖ If a file is added while ScanSnap Organizer is active, you will find that it is added to the end of the list. ❖ You can rearrange files listed in ascending order or descending order every time clicking the button or each factor (name, type, size, etc.) marked in the pull-down list.
	<p>Convert into Searchable PDF: Converts selected PDF files or PDF files in a selected folder, cabinet or shortcut folder into searchable ones.</p>
	<p>PDF Conversion List: Displays a list of files being converted into searchable PDF files in order for you to check the status.</p>
	<p>Search: Searches PDF files.</p>
	<p>Scan2E-mail: Opens your e-mail program with the selected file(s) attached to an e-mail message.</p>
	<p>Scan2Print: Prints the selected file(s).</p>
	<p>Cut: Cuts the selected cabinet/folder/file.</p>
	<p>Copy: Copies the selected cabinet/folder/file.</p>

	<p>Paste: Pastes the cut or copied cabinet/folder/file. ❖ If [Folder] is pasted directly under the [My ScanSnap] folder, it is changed to [Cabinet] in ScanSnap Organizer.</p>
	<p>Delete: Deletes the selected file, folder, or Cabinet.</p>
	<p>ScanSnap Settings: Displays the ScanSnap Manager Settings.</p>
	<p>Pop-up Thumbnail: Pops up the thumbnail selected when Thumbnail View is used.</p>

2.2.3. Thumbnail View

(Thumbnail Large/Medium/Small)

: Shown when a thumbnail page of a PDF file when is searchable.
 : Indicates a password-protected file.
 : Indicates a file with digital signatures.

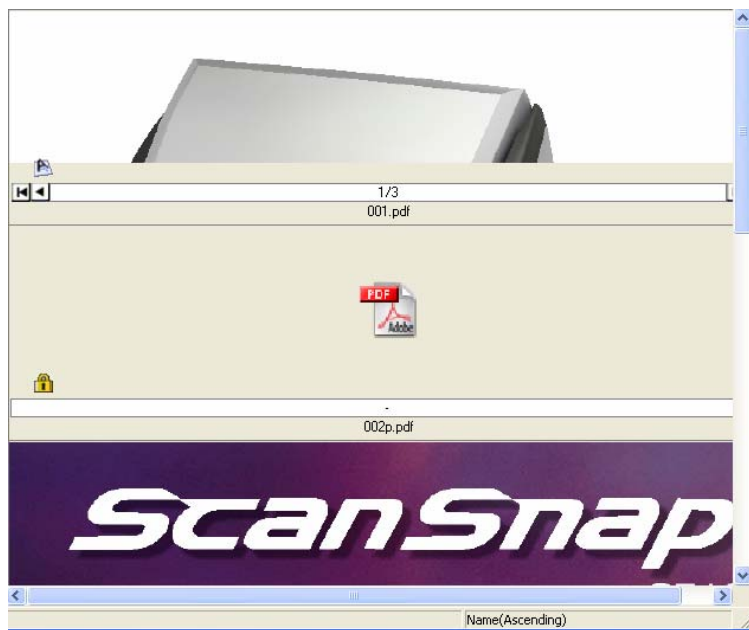
Thumbnail image
Displays a miniature image of the file.

Page number
Shows the <current page number / total page number> when the thumbnail size is not small. You can type any number to show any page.







File name

Page Forward / Backward button
If a file has multiple pages, you can page forward to any page to see the thumbnail.





(Thumbnail Top)





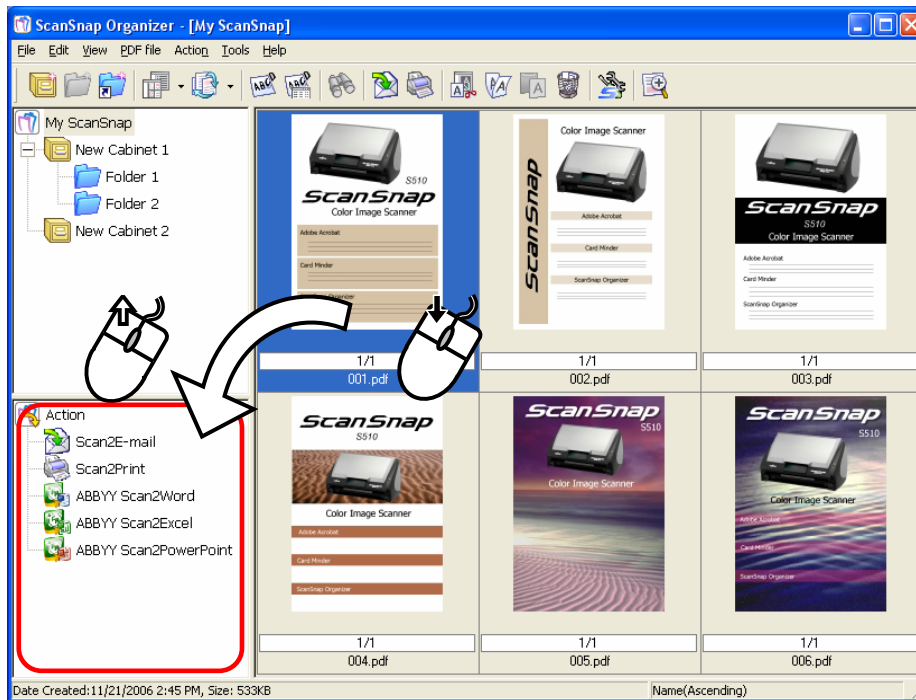
- PDF and JPEG files are thumbnailled. Other kinds of files are displayed using the icon of applications associated with those files.
- Thumbnails of password-protected PDF files cannot be displayed because of security restrictions*. In this case, the Adobe Acrobat icon is displayed with a lock mark () displayed on the lower left-hand corner.
 - * However, when both the following conditions are met, those PDF files can be thumbnailled:
 - ScanSnap Manager is active
 - A Document Open Password is the same as a fixed password, which is set in the "PDF file format option" dialog box. (To open this dialog box, select [SCAN Button Settings] -> [File option] -> [Option] button)Note that a PDF file protected with a "Permissions Password" cannot be thumbnailled even if ScanSnap Manager is active and the fixed password and "Permission Password" agree. Instead, the file icons each with a lock mark () are displayed. For details on how to set the fixed password, refer to "ScanSnap S510 Operator's Guide" or "ScanSnap Upgrade User's Guide."
- PDF files being converted into searchable PDF files are displayed with the text mark in yellow () and the thumbnail is changed to the icon of the associated application. PDF files cannot be used while they are in the above state.
- If the icon of the PDF files is displayed instead of a thumbnail along with a lock mark (), such a file will not be accompanied by a text mark ().
- When a PDF file bears digital signatures, a digital signature mark () is displayed on the thumbnail.)






Mouse Operations

Click the Thumbnail image	The file is selected.
Double-click the Thumbnail image	The associated application is started and the file is opened. (e.g.: If the file is PDF, "Adobe Acrobat" is started.)
Select a Thumbnail and click the File name	The file name can be changed. Press the [Enter] key to confirm your entry.
Select a Thumbnail and click the Page number	The page displayed can be changed. Type the (current) page number you want to display and press the [Enter] key to confirm your entry. The thumbnail of the entered page number is displayed.
Click the [Page Forward/Backward] button	The thumbnail image changes as follows: For  , advances by 1 page. For  , advances to the last page. For  , goes back by 1 page. For  , goes back to the first page.
Drag the Thumbnail image and drop it on to any location	The selected file is moved to the location.
Drag the Thumbnail image and press the [Ctrl] key before dropping it on to any location	The selected file is copied to the location.

2.3. Actions

Actions are frequently-used functions that help you make efficient use of your time at your office. Only by selecting a PDF file created with the ScanSnap and clicking an icon, or by dragging it onto an icon, you can print it with a printer, attach it to an e-mail, or convert it into a Word/Excel/PowerPoint® document easily and quickly.



Name of Icon	Function	Reference
 Scan2E-mail	You can attach your selected files to an e-mail message	3.9. Sending Files by E-mail (page 56)
 Scan2Print	You can print your selected files with the printer.	3.10. Printing (page 59)
 ABBY Scan2Word	You can convert your selected files into a Microsoft® Word file.*	3.11. Converting into Word/Excel/PowerPoint® files (page 62)
 ABBY Scan2Excel	You can convert your selected files into a Microsoft® Excel file.*	
 ABBY Scan2PowerPoint	You can convert your selected files into a Microsoft® PowerPoint® file.*	

* It is required to install ABBYY FineReader for ScanSnap in advance.
For detailed operations, refer to the respective section above.

3. Using ScanSnap Organizer in Various Ways

This chapter describes details of how to use ScanSnap Organizer with its various functions.

3.1. Connecting to ScanSnap

This section explains how to use ScanSnap Organizer to display and arrange images scanned with the ScanSnap.

3.1.1. Preparing


When you use the Left-Click Menu Mode, which is one of the setting options for the [SCAN] button, you need to configure the settings as the following procedure.

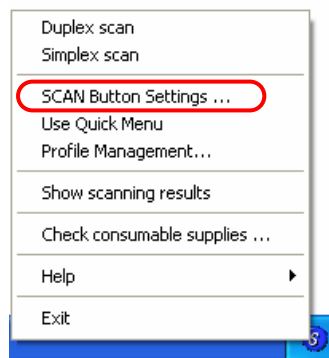


There are two setting options for the [SCAN] button:

- **Quick Menu Mode**
This is a mode in which you scan documents first and then you select an Action from the Quick Menu that appears after scanning.
- **Left-Click Menu Mode**
This is a mode in which you first select the application you use after scanning and then you scan documents.

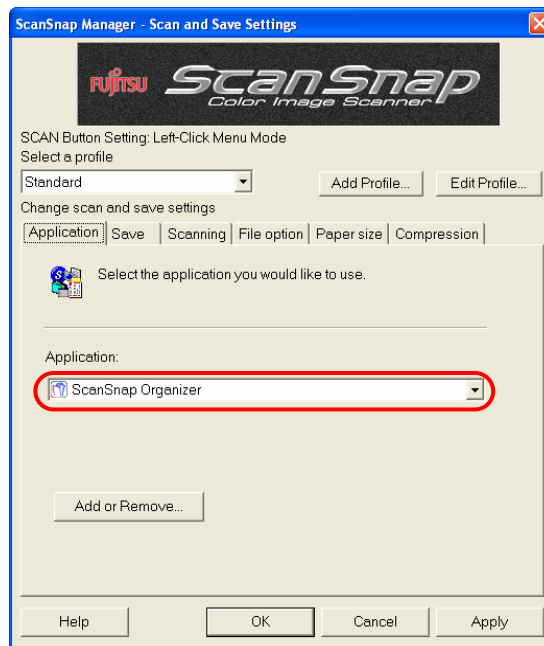
For the details, see the “ScanSnap S510 Operator’s Guide” or “ScanSnap Upgrade User’s Guide.”

1. Right-click the “ScanSnap Manager”  icon on the Taskbar, and choose [SCAN Button Settings] from the menu appeared.



⇒ The “Scan and Save Settings” dialog box appears.

2. Select "ScanSnap Organizer" from the "Application" drop-down list on the "Application" tab.



Depending on the ScanSnap model you are using, the setting dialog box may differ from the image above. For details on how to set the ScanSnap setting, refer to "ScanSnap S510 Operator's Guide" or "ScanSnap Upgrade User's Guide" that comes with the product.

3. Click the [OK] button.
⇒ The "Scan and Save Settings" dialog box closes.

3.1.2. Scanning

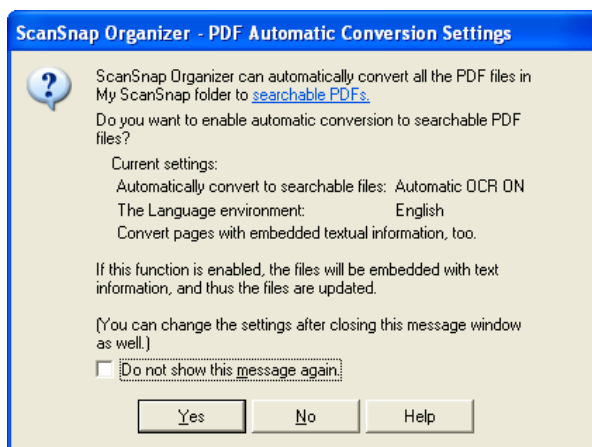
1. Load the document onto the scanner.
2. Press the [SCAN] button.
⇒ Scanning is started.



When you scan with the Quick Menu Mode, the Quick Menu appears. Then Select “Save with ScanSnap Organizer.”



- ⇒ When scanning is finished, the “PDF Automatic Conversion Settings” dialog box appears.
(Depending on the setting, it may not appear.)



3. If you want PDF files to be converted automatically, click the [Yes] button; if not, click the [No] button.

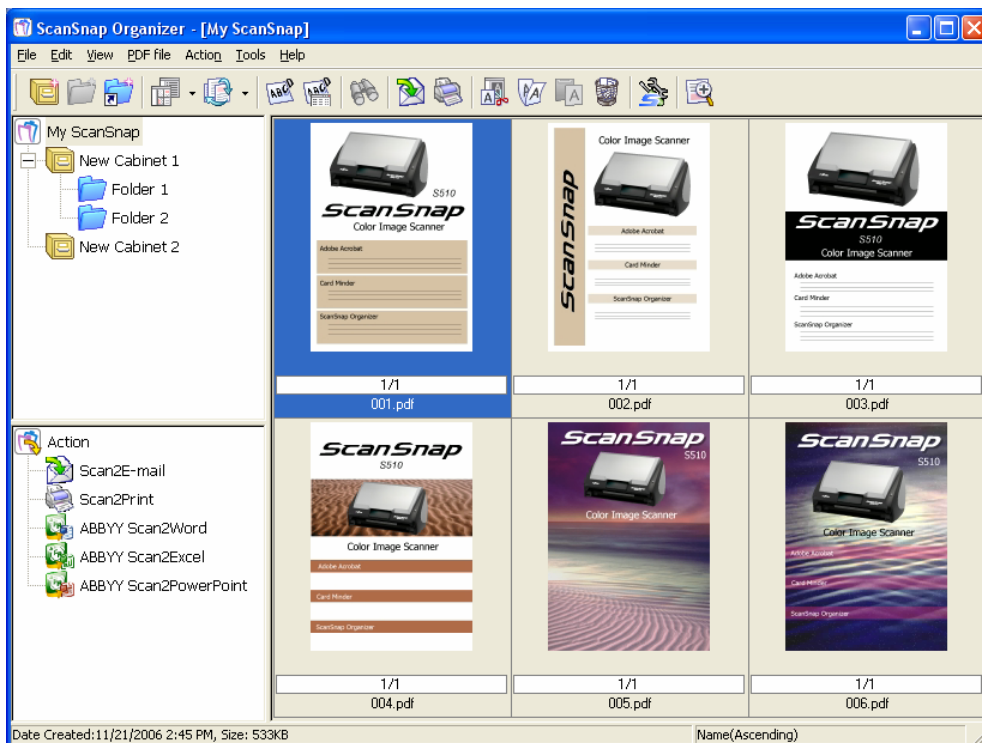


- ScanSnap is capable of making searchable PDF files by embedding textual information in PDF files, which are the image data scanned with the ScanSnap. There are two methods to use this function:
 - Manually select necessary PDF files to convert them into searchable files.
 - Automatically convert PDF files added in the predetermined folder ([My ScanSnap] folder).

To select the former method, click the [No] button; for the latter, click the [Yes] button.

- If you want to know what the searchable PDF files are, refer to “[Appendix 1. About Searchable PDF Files](#)” on page 73.
 - The “PDF Automatic Conversion Settings” dialog box can be hidden from view. Mark the “Do not show this message again” checkbox if you do not want to see this dialog box again.
 - You can change the PDF automatic conversion settings later. For details on how to change the settings, refer to “[3.4. Configuring Automatic Conversion Settings of PDF Files](#)” on page 49.
 - Every log-on user can use his/her own “PDF Automatic Conversion Settings.” Automatic conversion of added PDF files is executed while the user who added the PDF file into the [My ScanSnap] folder logs on to Windows and whenever any other applications are not running on the computer. If the automatic conversion is not complete by the time the user logs off, it will be restarted when the same user logs on again.
-

⇒ When "ScanSnap Organizer" is activated, you will see the thumbnail image you scanned (when the display mode is [Thumbnails]).



- Scanned images are saved in the [My ScanSnap] folder, which is specified on the [General Settings] tab in the "Options" dialog box. (See page 21.) It is the [My ScanSnap] folder under [My Documents] by default.
 - After scanning, images may not appear immediately or no images may appear while a password is being set. If images do not appear after setting a password, select [Refresh] from the [View] menu.
-

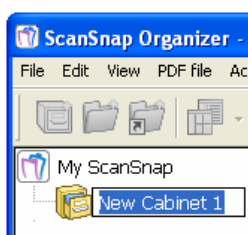
3.1.3. Organizing Files

This section explains the procedure to create a new Cabinet or Folder, and how to move scanned files to the Cabinet or Folder.



The idea is similar to arranging a big pile of documents (files) in the room ([My ScanSnap] folder), purchasing a new shelf (Cabinet) and a new document tray (Folder), and classifying them according to purposes for which the documents are used.

1. Click the [Create new cabinet]  button on the toolbar.
Or, on the [File] menu, select [New] -> [Cabinet].
⇒ Under the [My ScanSnap] folder in Folder view, [New Cabinet] is created.



2. Enter a name for the Cabinet.

Enter the name “Cabinet 1” here.



In the case that you want to change the name of a cabinet, select the name and click it. Or, select the name, and then select [Rename] on the [File] menu.

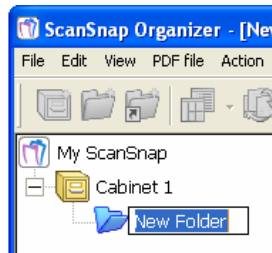
3. Select the Cabinet created in Step 1.



4. Click the [Create new folder]  button on the toolbar.

Or, on the [File] menu, select [New] -> [Folder].

⇒ Under the Cabinet created in Step 1, [New Folder] is created.



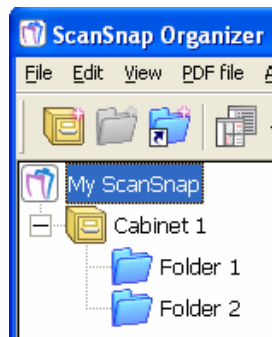
5. Enter a Folder name.

As an example, create two folders named [Folder 1] and [Folder 2].



In the case that you want to change the name of a folder, select the name and click it. Or, select the name, and then select [Rename] on the [File] menu.

6. Repeat Steps 3, 4, and 5 to create folders as needed.

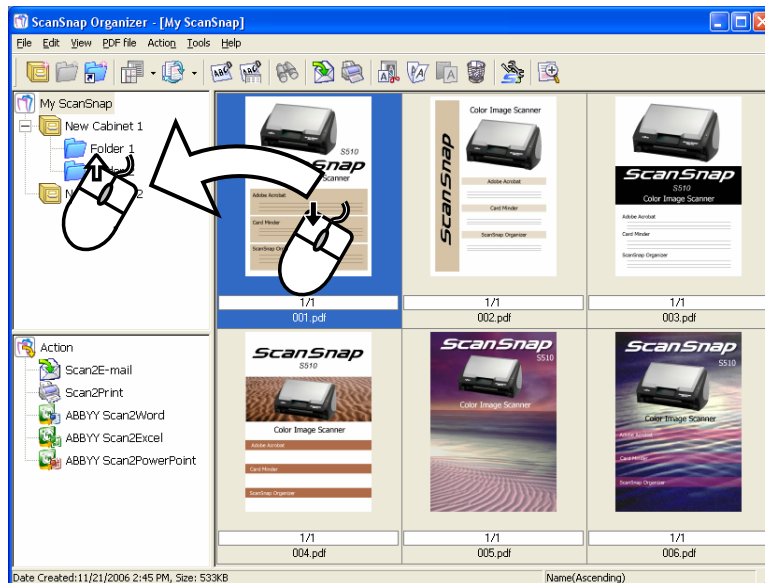


7. Select the [My ScanSnap] folder, and then select the file you want to move.



You can select multiple files at one time when you press and hold down the [Ctrl] or [Shift] key while selecting the files.

8. Drag-and-drop the selected file to the destination folder.






⇒ The selected file is moved to the destination folder.



While holding the [Ctrl] key, drag and drop the file onto the destination folder. Doing so can create a copy of the selected file.

9. Repeat Steps 7, 8 to store files in the destination folders.



Cabinets and Folders created in ScanSnap Organizer as well as the [My ScanSnap] folder appear as icons (Cabinet: , Folder: , [My ScanSnap] folder: ) in Windows Explorer and My Computer. (It is not applied in Windows Vista)

3.2. Copying/Moving Files, Folders, and Cabinets

This section explains how to copy/move files, Folders, or Cabinets to other Cabinets or Folders in the [My ScanSnap] folder.

1. Select the files you want to copy or move in File view.

To copy or move Folders/Cabinets, select them in Folder view.



- You can select multiple files at one time while holding down the [Ctrl] or [Shift] key.
 - When you copy/move a Folder or Cabinet, all the Folders or files in it are also copied/moved.
 - You cannot copy or move any Shortcut to Folder.
-


2. To copy files, Folders, or Cabinets, select [Copy] on the [Edit] menu, or click

the [Copy]  button on the toolbar.

To move files, Folders, or Cabinets, select [Cut] on the [Edit] menu, or click

the [Cut]  button on the toolbar.

3. Select the destination Cabinet or Folder in Folder view.

4. Select [Paste] on the [Edit] menu, or click the [Paste]  button on the toolbar.

⇒ The selected file, Folder, or Cabinet is copied/moved to the destination Cabinet or Folder.



In ScanSnap Organizer, if [Folder] is pasted directly under the [My ScanSnap] folder, it is changed to [Cabinet]. Conversely, if [Cabinet] is copied/moved into another [Cabinet] or [Folder], it is changed to [Folder].

3.3. Converting PDF Files into Searchable Ones

ScanSnap Organizer is capable to convert PDF files scanned with the ScanSnap into Searchable PDF. This section describes how to perform the conversion. (For information about the Searchable PDF, see page 73 for details.)


1. Select PDF file(s) to be made searchable in File view.



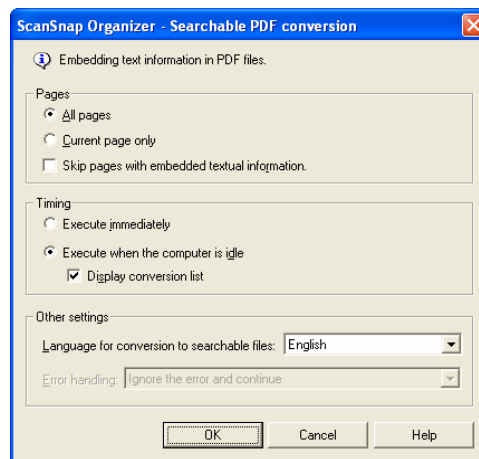
Files you cannot convert into Searchable PDF

ScanSnap Organizer cannot convert the following types of files into Searchable PDF files without performing the procedure below:

- **For PDF files not created with the ScanSnap**
Scan the documents with the ScanSnap and convert the created PDF files into searchable PDF, or convert them with Adobe Acrobat.
- **For files protected by security options such as passwords**
Remove the security options and try again.
- **For PDF files that bear digital signatures**
ScanSnap Organizer does not convert PDF files that bear digital signatures into searchable ones. Otherwise the digital signatures become invalid. Convert the files into searchable PDF file before applying digital signatures.

2. Click the [Convert into Searchable PDF]  button, or, on the [PDF file] menu, select [Convert into Searchable PDF] -> [Execute].
⇒ The “Searchable PDF conversion” dialog box will appear.

3. Select settings for converting into searchable PDF files.



- **Pages**

Select pages to be converted.

- All pages

All pages of the selected PDF file(s) are converted.

(Therefore, this process may require an extended period of time depending on the

number of pages included in the selected file or the number of files selected.)

– **Current page only**

Thumbnails: Only the currently thumbnailed page is converted.

List: Not available.

– **“Skip pages with embedded textual information” checkbox**

Textual information is embedded into the scanned images when PDF files are converted into searchable ones. If this checkbox is marked, only pages not yet made searchable are converted. If the check mark is cleared, all pages including those already searchable are converted.

• **Timing**

Select the timing of execution.

– **Execute immediately**

Conversion is started upon clicking the [OK] button.

– **Execute when the computer is idle**

Conversion is performed depending on workload of the computer while the user who are using this function logs on Windows. If the conversion is not complete by the time the user logs off, it will be restarted when the same user logs on again.

– **“Display conversion list” checkbox**

If the checkbox is marked, a list of files to be converted is displayed upon clicking the [OK] button so that you can check the status.

This checkbox is available only when “Execute when the computer is idle” is marked.

• **Other settings**

– **Language for conversion to searchable files**

You can select a language in which the document to be converted is written.

– **Error handling**

You can specify what to do in case of a conversion error.

You can specify the measure only when “Execute immediately” is selected under “Timing.”

- **Ignore the error and continue**

Even if an error occurs, conversion is continued to the end of the process.

- **Ask for confirmation**

If an error occurs during conversion, the confirmation dialog is displayed and conversion is suspended.

- **Stop processing and display error message**

If an error occurs during conversion, an error message is displayed and text

recognition is stopped halfway.

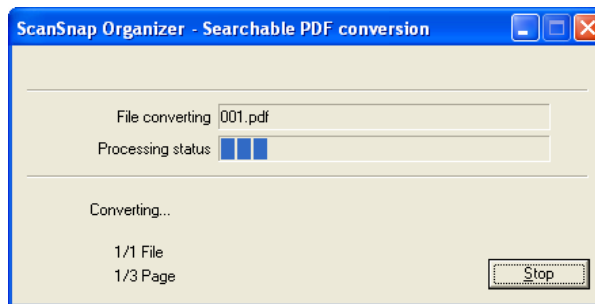
- ❖ If “Execute when the computer is idle” is selected, errors are ignored and conversion is continued to the end of the process.

4. Click the [OK] button.

⇒ Conversion will start.

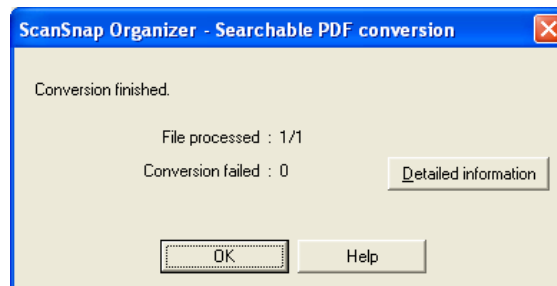
(1) When “Execute immediately” is selected:

The following dialog box appears and conversion starts.

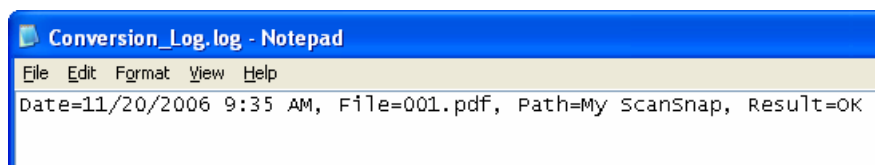


If you click the [Stop] button, conversion is terminated after processing the current page. Then the “Searchable PDF conversion” dialog box appears showing the message “Conversion finished”.

When conversion is complete, the “Searchable PDF conversion” dialog box appears showing the “Conversion finished” message.



If “Conversion failed” indicates any results other than zero, click the [Detailed information] button to check the details shown in the Conversion_Log file.



How to interpret the Log

- The results of conversion are displayed as follows:
 - Date = Date and time of conversion
 - File = Name of the file conversion performed
 - Path = Path to save the file
 - Result = Conversion result
 - Cause = The cause of failure (It is show when the Result is NG or except)

“Result” will be one of the following:

OK:	PDF conversion is complete without problem.
NG:	PDF conversion failed.
except:	The file is not targeted for PDF conversion.
canceled:	Conversion was canceled halfway through.

“Cause” will be one of the following:

If “Result” is “NG”

file not found:	The PDF file is not found. Before retrying conversion, ensure that the file displayed after “File=” exists in the folder displayed after “Path=”.
under file use:	The file is used by another application and conversion to searchable PDF failed. Ensure that the file is available before retrying conversion.
file open error:	The file cannot be opened because it is being used by another application or access is not permitted. Ensure that the file is available and you have the access right before retrying conversion.
file access failure:	The file cannot be accessed or opened because it is being used by another application or access is not permitted. Ensure that the file is available and you have the access right before retrying conversion.
OCR error:	A problem occurred during conversion to searchable PDF. Retry conversion.
out of memory:	Conversion failed due to insufficient memory. Exit all programs you are not using before retrying conversion. If still errors occur, install additional memory.
disk full:	There is not enough space in the disk drive in which the folder including PDF files, the user’s [Temp] folder, or the user’s profile exists. Delete unnecessary files or do something to secure enough disk space before retrying conversion.
error:	An internal error occurred. Retry conversion.

If “Result” is “except”

- not ScanSnap PDF: The PDF file was not created with the ScanSnap. ScanSnap Organizer cannot convert it into searchable PDF.
- PDF with password: The PDF file is password-protected and cannot be converted into searchable PDF. Cancel the password before retrying conversion.
- PDF with digital signature: The PDF file is bearing a digital signature. ScanSnap Organizer does not convert it into searchable PDF. Otherwise the digital signature becomes invalid.
- not PDF: The file is not PDF. ScanSnap Organizer cannot convert it into searchable PDF. (This result is displayed only when you specify more than one file to convert; it is not displayed if you specify folders to convert.)



The Conversion_Log file (Conversion_Log.log) is overwritten to be stored in the following folder. If you need to save the log records, save it by selecting [Save As] from the [File] menu. The destination to save the log file is as follows:

Windows XP and Windows 2000

Drive name such as “C”: \Documents and Settings\<(user name)\Application Data\PFU\ScanSnap Organizer\Conversion_Log.log

Windows Vista

Drive name such as “C”:\Users\ (user name)
\AppData\Roaming\PFU\ScanSnap Organizer\Conversion_Log.log



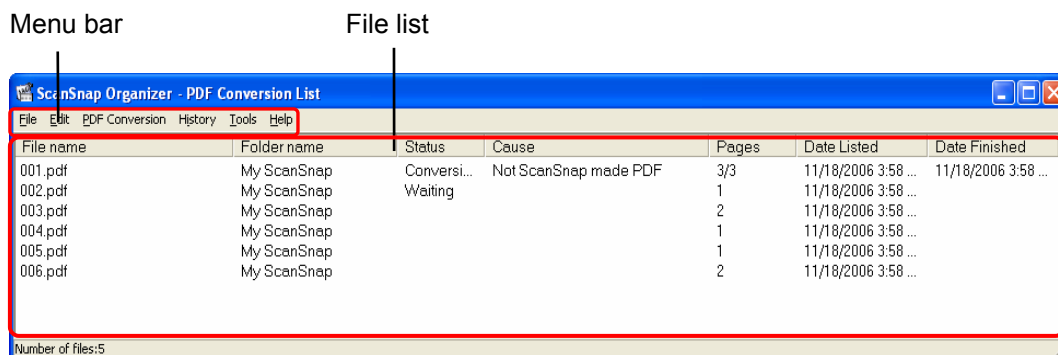
In case of a conversion failure, do either of the following:

- Scan documents again.
 - Perform text recognition in Adobe Acrobat.
-

(2) When “Execute when the computer is idle” is selected:

Recognition is performed when the computer is idle.

If the “Display conversion list” checkbox is marked, a list of files to be converted is displayed upon clicking the [OK] button, so that you can check the status.



- Conversion is carried out even if PDF Conversion List is not displayed. Close the PDF Conversion List if you do not have to check the status. PDF Conversion List can also be displayed by selecting [Start] -> [All Programs] -> [ScanSnap Organizer] -> [PDF Conversion List] (or, with ScanSnap Organizer, select [PDF file] on the menu bar -> [Convert into Searchable PDF] -> [PDF Conversion List]) whenever necessary.
- When “PDF Conversion List” dialog box is brought to the front, conversion starts even if the computer is not idle.

Menu Bar

• File

- Stop/Delete from the list: Stops conversion of selected files and removes the names of the files from the list.
- Close: Closes the PDF Conversion List dialog box.

• Edit

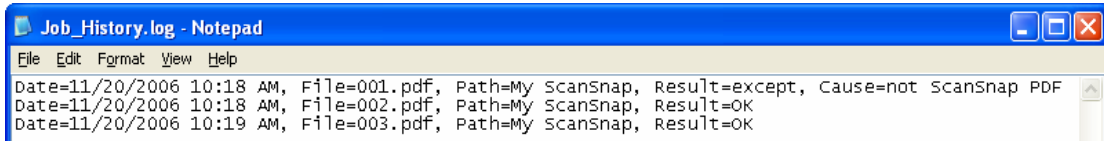
- Select All: All files are selected.

• PDF Conversion

- Suspend: Conversion into searchable PDF files is suspended. This item switches to “Restart” when the conversion is suspended. “Suspended” is displayed on the title bar.
- Restart: The suspended conversion is restarted. This item switches to “Suspend” when the conversion is restarted.

• History

Conversion history: Displays the “Job_History” log file on which the PDF Conversion results are described.



```
Job_History.log - Notepad
File Edit Format View Help
Date=11/20/2006 10:18 AM, File=001.pdf, Path=My Scansnap, Result=except, Cause=not Scansnap PDF
Date=11/20/2006 10:18 AM, File=002.pdf, Path=My Scansnap, Result=OK
Date=11/20/2006 10:19 AM, File=003.pdf, Path=My Scansnap, Result=OK
```

How to interpret the Log

- The results of conversion are displayed as follows:
 - Date = Date and time of conversion
 - File = Name of the file conversion performed
 - Path = Path to save the file
 - Result = Conversion result
 - Cause = The cause of failure (It is show when the Result is NG or except)

“Result” will be one of the following:

- OK: PDF conversion is complete without problem.
- NG: PDF conversion failed.
- except: The file is not targeted for PDF conversion.
- canceled: Conversion was canceled halfway through.

“Cause” will be one of the following:

If “Result” is “NG”

- file not found: The PDF file is not found. Before retrying conversion, ensure that the file displayed after “File=” exists in the folder displayed after “Path=”.
- under file use: The PDF file is being used by another application and the name of the file is moved to the last of PDF Conversion List. Check if the file is available. (Conversion is automatically retried.)
- file open error: The file cannot be opened because it is being used by another application or access is not permitted. Ensure that the file is available and you have the access right before retrying conversion.
- file access failure: The file cannot be accessed or opened because it is being used by another application or access is not permitted. Ensure that the file is available and you have the access right before retrying conversion.
- OCR error: A problem occurred during conversion to searchable PDF. Retry conversion.
- out of memory: Conversion failed due to insufficient memory. Exit all programs you are not using before retrying conversion. If still errors occur,

install additional memory.

disk full: There is not enough space in the disk drive in which the folder including PDF files, the user's [Temp] folder, or the user's profile exists. Delete unnecessary files or do something to secure enough disk space before retrying conversion.

error: An internal error occurred. Retry conversion.

If "Result" is "except"

not ScanSnap PDF: The PDF file was not created with the ScanSnap. ScanSnap Organizer cannot convert it into searchable PDF.

PDF with password: The PDF file is password-protected and cannot be converted into searchable PDF. Cancel the password before retrying conversion.

PDF with digital signature: The PDF file is bearing a digital signature. ScanSnap Organizer does not convert it into searchable PDF. Otherwise the digital signature becomes invalid.

not PDF: The file is not PDF. ScanSnap Organizer cannot convert it into searchable PDF. (This result is displayed only when you specify more than one file to convert; it is not displayed if you specify folders.)



The log of PDF file conversion results is kept in the "Job_History" file. The destination to save the log file is as follows:

Windows XP and Windows 2000

Drive name such as "C":\Documents and Settings\<(user name)\Application Data\PFU\ScanSnap Organizer\Job_History.log

Windows Vista

Drive name such as "C":\Users\<(user name)\AppData\Roaming\PFU\ScanSnap Organizer\Job_History.log

When the file size of the log reaches a certain level, it is overwritten. Save the log as necessary on a regular basis.

Open the "PDF Conversion List" dialog box and select [Conversion history] from the [History] menu; the log will be opened with Notepad. Save the log by selecting [Save As] from the [File] menu.

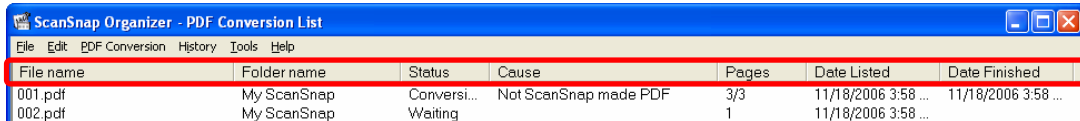
• Tools

View history setting: Specifies the number of days so that the name of files whose "Status" is "Conversion failed" is removed from PDF Conversion List after the specified number of days are elapsed.

• Help

- Help:** Displays the ScanSnap Organizer Help.
- About ScanSnap Organizer:** Displays the version information of the “PDF Conversion List” dialog box in ScanSnap Organizer.

File List



File name	Folder name	Status	Cause	Pages	Date Listed	Date Finished
001.pdf	My ScanSnap	Conversi...	Not ScanSnap made PDF	3/3	11/18/2006 3:58 ...	11/18/2006 3:58 ...
002.pdf	My ScanSnap	Waiting		1	11/18/2006 3:58 ...	

• File name

The name of PDF files is displayed.

• Folder name

The path to the folder, in which PDF files are stored, is displayed.

• Status

The status of conversion is displayed.

- Waiting:** The task is in standby mode because other tasks are being performed by the computer.
- Converting:** Conversion to searchable PDF files is in process.
- Conversion failed:** Conversion to searchable PDF files was not successful, or the selected PDF files are incapable of being converted into searchable ones.
- Being stopped:** “Stop” was selected during conversion. Conversion to searchable PDF files is being stopped. When the conversion is stopped, the selected file is deleted from the list.
- Being suspended:** “Suspend” was selected during conversion. Conversion to searchable PDF files is being suspended. When the conversion is suspended, this column will become blank.

• Cause

If the “Status” is “Conversion failed,” the reason why conversion failed is displayed.

If “Status” is blank or “Waiting”

- The file is in use:** The PDF file is being used by another application and the name of the file is moved to the last of PDF Conversion List. Check if the file is available. (Conversion is automatically retried.)

If “Status” is “Conversion failed”

- No files:** The PDF file cannot be found. Ensure that the file displayed in the “File name” field exists in the folder displayed in the “Folder name” field before retrying conversion.
- Impossible to open the file:** The file cannot be opened because it is used by another application or access is not permitted. Ensure that the file is available and you have the access right before retrying

	conversion.
File access unsuccessful:	The file cannot be accessed or opened because it is used by another application or access is not permitted. Ensure that the file is available and you have the access right before retrying conversion.
OCR unsuccessful:	An error occurred during conversion into searchable PDF. Retry conversion.
Insufficient memory:	Conversion failed due to insufficient memory. Exit all programs you are not using before retrying conversion. If still errors occur, install additional memory.
Insufficient disk space:	There is not enough space in the disk drive in which the folder including PDF files, the user's [Temp] folder, or the user's profile exists. Delete unnecessary files or do something to secure enough disk space before retrying conversion.
An error occurred:	An internal error occurred. Retry conversion.
Not ScanSnap made PDF:	The PDF file was not scanned with the ScanSnap and ScanSnap Organizer cannot convert it into the searchable PDF file.
Password protected:	The PDF file is password-protected and cannot be converted into searchable PDF. Cancel the password before retrying conversion.
Bearing a digital signature:	The PDF file is bearing a digital signature is applied to the file. ScanSnap Organizer cannot convert it into searchable PDF. Otherwise the digital signature becomes invalid.

• Pages

The number of pages to be converted is displayed. Note that the number of pages cannot be displayed if the PDF file is protected by security features such as a password.

• Date Listed

The date (and time) on which the PDF files were listed in PDF Conversion List.

• Date Finished

The date (and time) on which the conversion of PDF files was completed.



- If either of the following conditions is met, the name of the file is automatically deleted from the list.
 - Files successfully converted into searchable PDF.
 - Files that "Conversion failed" appears under "Status" on the "PDF Conversion List," and the elapsed number of days starting on "Date Finished" exceeds the number of days specified on "View setting" dialog box ([Tools] menu -> [View history setting]).
 - When "PDF Conversion List" dialog box is brought to the front, conversion starts even if the computer is not idle.
-




Note for moving/renaming folders and files

When you want to move/rename folders and/or files during the period from when the PDF file is posted on the “PDF Conversion List” dialog box until when the file is converted, perform the operation on ScanSnap Organizer.


If you use Windows Explorer to move/rename folders and/or files during the period, ScanSnap Organizer will fail to find such files. It may cause failures during conversion or incorrect conversion executed on wrong files.

Files that cannot be converted into searchable PDF files

The PDF files that are protected by security features such as a password and/or bearing digital signatures cannot be converted into searchable PDF files even if they are scanned with the ScanSnap.

⇒ When conversion is complete,  is displayed on the lower left of the thumbnail.



- PDF files being converted into searchable PDF files are displayed with the text mark () in yellow and the displayed thumbnail is changed to the icon. The PDF file cannot be operated while it is displayed as an icon.
 - Depending on the files, conversion described above may require an extended period of time. In such case, it is recommended to select “Execute when the computer is idle.”
 - If you select “Execute when the computer is idle” for searchable PDF conversion and log off Windows before conversion is complete, conversion restarts after the next logging-on according to the following conditions:
 - When 10 minutes passed after logging on
 - When you display the “PDF Conversion List” dialog box.
 - When a file is added in “PDF Conversion List.” (In the case that you scan with the ScanSnap, the conversion restarts 3 minutes after scanning.)
 - The following kinds of documents may be converted improperly:
 - Handwritten documents
 - Documents including smaller characters, scanned in low quality
 - Skewed documents
 - Documents written in languages other than the specified “Language for conversion to searchable files”
 - Documents including texts written in Italic characters
-
-

-
- Superscript/subscript letters and complex mathematical formulas
 - Characters are written against an unevenly-colored or patterned background
 - * Characters to which effects (Shadow, Outline, and the like) are applied
 - * Shaded characters
 - Documents of complex layout as well as documents including unreadable characters (due to print-through and smudges)
(It may take an extended period of time to scan documents described above.)

These documents may be correctly converted if scanned at a higher resolution and/or in different Color mode.

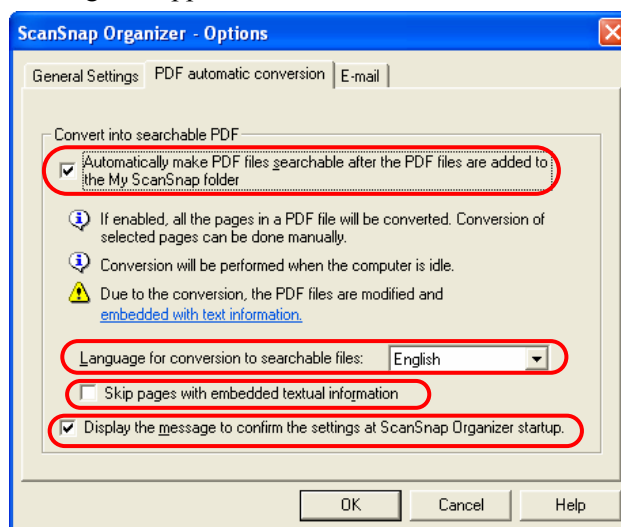
- When PDF files are converted into searchable ones, textual information is embedded in the PDF files. Thus, the PDF files are updated.
-

3.4. Configuring Automatic Conversion Settings of PDF Files

This section explains how to configure the settings to automatically convert PDF files scanned with the ScanSnap and added in the [My ScanSnap] folder into searchable PDF files. (See page 73 for details.)

1. From the [PDF file] menu, select [Convert into Searchable PDF] -> [Automatic Conversion Setting].

⇒ The “Options” dialog box appears.



2. Mark the “Automatically make PDF files searchable after the PDF files are added to the My ScanSnap folder” checkbox.
3. Select the “Language for conversion to searchable files.”
4. Mark the “Skip pages with embedded textual information” checkbox if you want to convert only pages not yet made searchable.
5. If you want to display a confirmation message to switch automatic OCR ON/OFF (automatic conversion to searchable PDF files) upon ScanSnap Organizer startup, mark the “Display the message to confirm the settings at ScanSnap Organizer startup” checkbox.
6. Click the [OK] button.

⇒ The “Options” dialog box closes.



- If the “Automatically make PDF files searchable after the PDF files are added to the My ScanSnap folder” checkbox is marked, “Automatically convert added PDFs into searchable PDFs” will appear on the title bar on the Main screen (Operating window) when the [My ScanSnap] folder is selected.

-
- Any files saved while this checkbox is unmarked are not targeted for automatic conversion. If you want to convert those files, select them to convert.
 - This function converts all the pages of PDF files. If you want to specify pages to convert them, select the files and convert those pages.
 - If you mark the “Skip pages with embedded textual information” checkbox, you can shorten the processing period because it skips conversion on pages already made searchable.
 - Automatic conversion of added PDF files is executed while the user who added the PDF file into the [My ScanSnap] folder logs on Windows and whenever any other applications are not running on the computer. If the automatic conversion is not complete by the time the user logs off, it will be restarted when the same user logs on again according to the following conditions:
 - When 10 minutes passed after logging on
 - When you display the “PDF Conversion List” dialog box
 - When a file is added in “PDF Conversion List” (when you scan with the ScanSnap, the conversion restarts 3 minutes after scanning.)
 - Through this conversion procedure, textual information is embedded in PDF files. Thus, the PDF files are updated.
 - You can check the status of PDF file conversion from the “PDF Conversion List” dialog box.
 - The PDF files that are protected by security features such as a password and/or bearing a digital signature cannot be converted into searchable PDF files even if they are scanned with the ScanSnap.
-

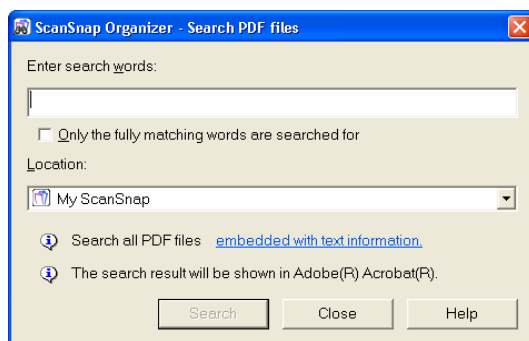
3.5. Searching Files

This section explains how to search PDF files.

1. Click on the [Search]  button on the toolbar.

Or, select the [Search] from the [PDF file] menu.

⇒ The “Search PDF files” dialog box will appear.



2. Enter the words you want to search.

Mark the “Only the fully matching words are searched for” check box if you want to search only the words that precisely match with what you have entered.

3. Designate the word and location you want to search.

You can designate one of the following as the location:

My ScanSnap

Cabinet (If any.)

Shortcut to folder (If any.)

Selected folder

Browse (Any cabinet or folder under the [My ScanSnap] folder.)

4. Click the [Search] button.

⇒ Adobe Acrobat is activated and searching is started to find the word you input.

5. The search result is shown.




- The search function can be used only when Adobe Acrobat 7.0 or later is installed in your computer.
- The search result is displayed in Adobe Acrobat; use Adobe Acrobat to display and find the search results.
- For details on searching, refer to Help in Adobe Acrobat.

3.6. Creating/Deleting Shortcuts to Folders

This section explains how to create shortcuts to any folders directly under the [My ScanSnap] folder, and how to delete the shortcuts.

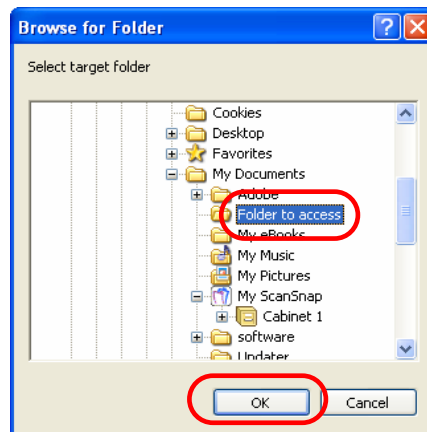
3.6.1. Creating Shortcuts to Folders

1. Click the [Create shortcut to ScanSnap Organizer folder]  button on the toolbar.

Or, select the [Shortcut to folder] from the [File] menu.

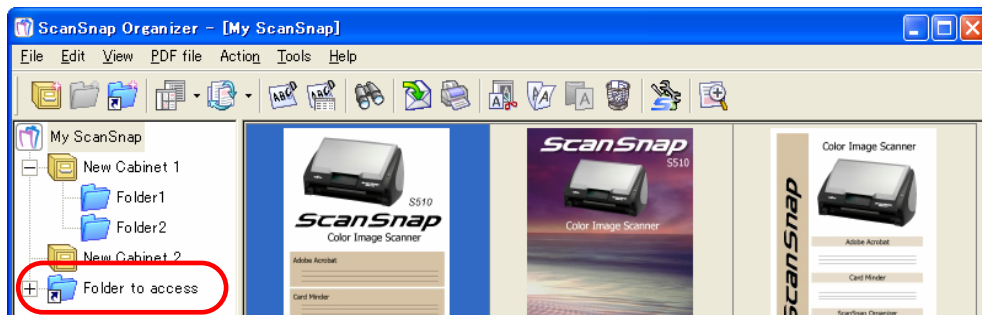
⇒ The “Browse for Folder” dialog box will appear.

2. Select any folder to which you want to create a shortcut, and click the [OK] button.



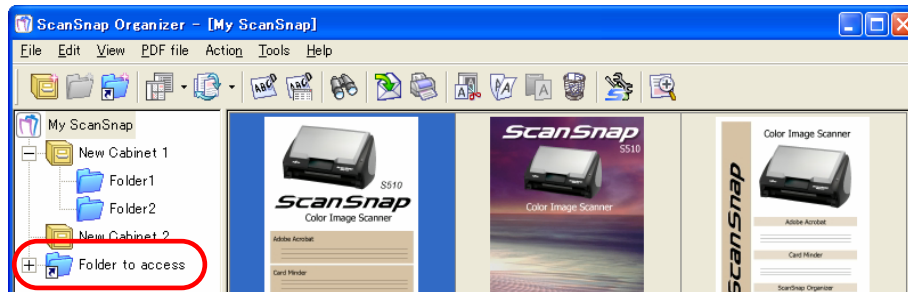
The shortcut to the [My ScanSnap] folder, which is specified on the [General Settings] tab in the “Options” dialog box, cannot be created. (The path is set to the “My ScanSnap” folder under “My Documents” by default.) (See page 21.)

⇒ A shortcut to the selected folder is added directly under the [My ScanSnap] folder on Folder view, and you can browse in the folder using ScanSnap Organizer.



3.6.2. Deleting Shortcuts to Folders

1. Select the shortcut you want to delete on Folder view.



2. Select [Delete shortcut to folder] from the [File] menu.

⇒ The selected shortcut is deleted and no longer appears on Folder view.



This operation deletes only the Shortcut to folder; the folder itself is not affected.

3.7. Importing Files

This section explains how to import (copy) files in folders that are not managed with ScanSnap Organizer to any Cabinet or Folder in the [My ScanSnap] folder.

1. In Folder view, select the Cabinet or Folder you want to copy files to.
(Files will be copied here.)
2. Select [Import] on the [File] menu.
⇒ The “Open” dialog box appears.
3. Select the file, and click the [Open] button.
⇒ The file is copied to the Cabinet or Folder selected in Step 1.



When the copied file is not shown in File view immediately, please select [Refresh] on the [View] menu.

3.8. Exporting Files

This section explains how to export (copy) files in the [My ScanSnap] folder to another folder that is not managed with ScanSnap Organizer.


1. In File view, select the file.
2. Select [Export] on the [File] menu.
 - ⇒ The “Browse for Folder” dialog box appears.
3. Select the destination folder for the file, and click the [OK] button.
 - ⇒ The file selected in Step 1 is copied to the folder.

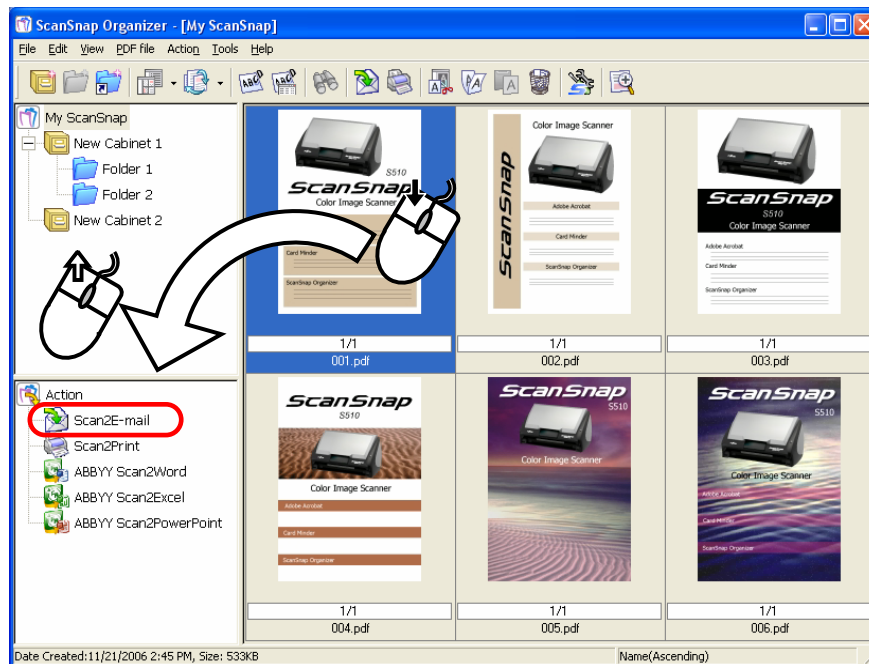


You cannot export files to the [My ScanSnap] folder, which is specified on the [General Settings] tab of the “Options” dialog box. (The path is set to the “My Scan Snap” folder under “My Documents” by default.) (See page [21](#).)

3.9. Sending Files by E-mail

This section explains how to send the selected files attached to e-mail.



1. In File view, select a file you want to attach to an e-mail message.
2. Drag the selected file on “Scan2E-mail”  icon in the Action menu.



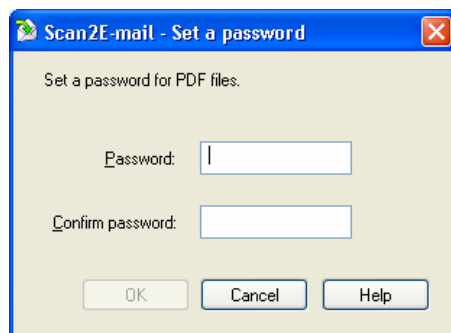
⇒ The e-mail program specified in Internet Explorer opens with the selected files attached to a message.



You can also open the e-mail program with the selected files attached by either of the following procedures:

- Click the [Scan2E-mail] button  on the Toolbar.
- Click the “Scan2E-mail” icon  in the Action menu.
- Right-click on the selected file and click [Action] ->[Scan2E-mail] in the pop-up menu.
- In the menu bar, select [Action] -> [Scan2E-mail]

3. When the “Scan2E-mail – Set a password” dialog box appears, enter the password and click [OK].



When you don't need to set a password to open the PDF file attached to the e-mail message, click the [Cancel] button. Then click [Yes] which is shown on the “Do you want to continue the process without setting ‘Document Open Password’ for those PDF files?” dialog box.



- The “Scan2E-mail – Set a password” dialog box appears only when the following conditions are met.
 - You select [Tools] -> “Options” dialog box -> [E-mail] tab and mark the “When attaching a PDF file, add a ‘Document Open Password’” checkbox.
 - Selected files are the ones that can be password protected.
- Only the PDF files created with the ScanSnap can be password-protected by ScanSnap Organizer.
- You cannot set a password for files that “Document Open Password”, digital signatures are already applied to.

4. Operate the e-mail program to send the e-mail.



- An e-mail program selected in the "E-mail" drop-down list on the [Programs] tab of the "Internet Options" dialog box will be used; to display the "Internet Options" dialog box, select the [Tools] menu within the Internet Explorer browser, and then select [Internet Options]. An e-mail program that cannot be set here is not available.

Operations with the following e-mail programs have been verified.

 - Microsoft® Windows® Mail (supplied as a part of Windows Vista)
 - Microsoft® Outlook® 2003 / 2007
 - Microsoft® Outlook Express 6
 - Eudora 7.1.0.9
 - Thunderbird Version 1.5.0.9

* Start Thunderbird to be ready to send/receive E-mail before performing Scan2E-mail function.
- Even an e-mail program selected in the "E-mail" drop-down list on the [Programs] tab of the "Internet Options" dialog box may not interact accurately. In such case, contact the e-mail program selling agency.

Although some e-mail programs may not display the size of the attached file properly, the size of the actually attached file is correct.
- It has been confirmed that attached file extensions are changed if sending attached files by e-mail failed when the following conditions are met


-
-
- The operating system you are using is Windows XP (Professional, Home Edition).
 - You have set Hotmail as the associated e-mail program.

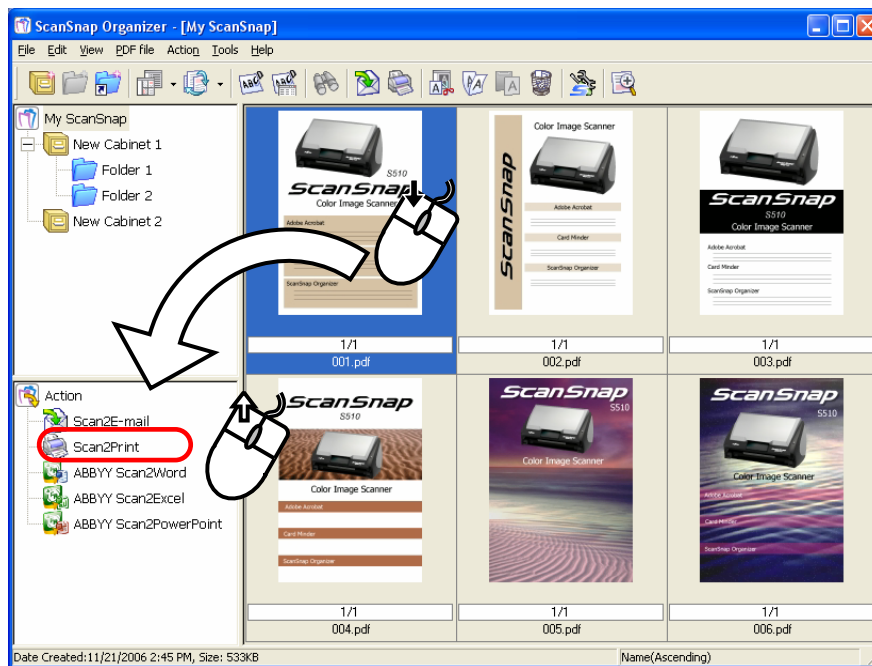
(File extensions are changed to those including a character "^".)This problem occurs when a combination of Window XP and Hotmail is used. When you send attached files by e-mail through Windows Explorer, the same problem will occur. Use other e-mail programs with which correct operations are verified (as of March 2007).

3.10. Printing

This section explains how to print the selected files using a printer.

Printing only files that can be thumbnailed



1. In File view, select the file.
2. Drag the selected file on “Scan2Print”  icon in the Action menu.

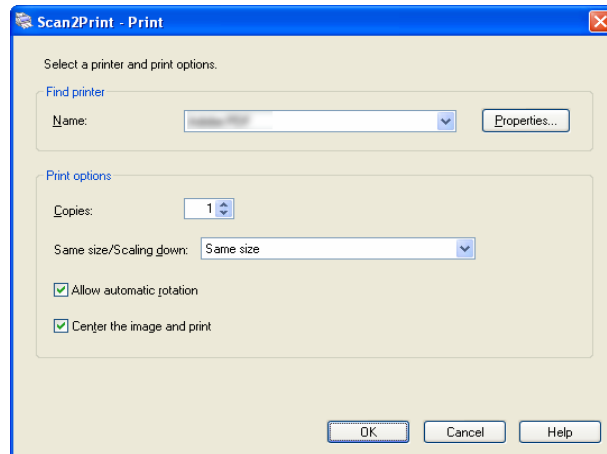


⇒ The “Scan2Print – Print” dialog box appears.



You can also open the “Scan2Print – Print” dialog box by either of the following procedures:

- Click the [Scan2Print] button  on the Toolbar.
- Click the “Scan2Print” icon  in the Action menu.
- Right-click on the selected file and click [Action] ->[Scan2Print] in the pop-up menu.
- In the menu bar, select [Action] -> [Scan2Print].
- Select [Print] in the [File] menu.



You can select the following options in the dialog box.

Name

You can select a printer by clicking ▼ on the right side of the drop-down list.

[Properties] button

Displays the properties of the printer you selected in the “Name” drop-down list. If there are similar setting items to the ones on the “Scan2Print – Print” dialog box, the settings on the “Scan2Print – Print” dialog box have priority over the settings on this properties.

Copies

You can specify the number of copies you want to print. Select a number between 1 and 99.

Same size / Scaling down

You can select an output size of the images to be printed; you can shrink images to fit the output paper size when images to be printed are larger than the specified paper size or print them in original size.

"Allow automatic rotation" checkbox

Images are rotated according to the length-to-width ratio of images so that they can be printed in either portrait orientation or landscape orientation, whichever best fits.

"Center the image and print" checkbox

If you marked this checkbox when printing a document smaller than the paper, images are centered and printed. Images will be printed on the upper left without the checkbox marked.

[OK] button


Clicking this button prints images by using settings selected in this dialog box.

[Cancel] button

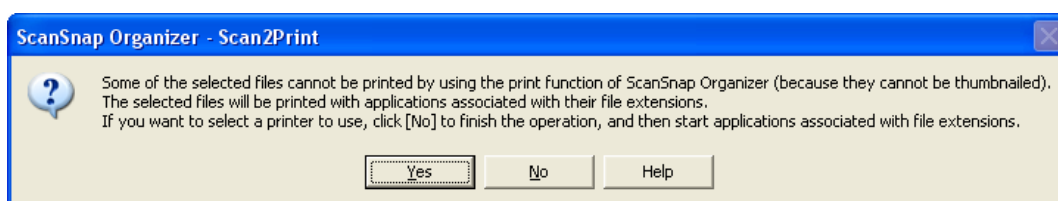
Clicking this button cancels all changes made in this dialog box and quits the printing process.

3. Click the [OK] button to start printing with the printer you selected.
If you click the [Cancel] button, the printing is canceled.



Printing files including files that cannot be thumbnailed

1. In File view, select the file.
2. Drag the selected file on the “Scan2Print”  icon in the Action menu.

⇒ The confirmation dialog box appears.



You can also open the “Scan2Print” dialog box by either of the following procedure:

- Click the [Scan2Print] button  on the Toolbar.
- Click the “Scan2Print” icon  in the Action menu.
- Right-click on the selected file and click [Action] ->[Scan2Print] in the pop-up menu.
- In the menu bar, select [Action] -> [Scan2Print].
- Select [Print] in the [File] menu.

3. Click the [Yes] button, and then printing starts.

Printing is performed in the application associated with the file extension using the default printer.

Clicking the [No] button cancels the printing process.



About Printer

If you want to print files that cannot be thumbnailed with printers other than the default printer or you want to specify the number of copies, print them from an application associated with each file.




You can start the associated application by double-clicking on the file in the File view.

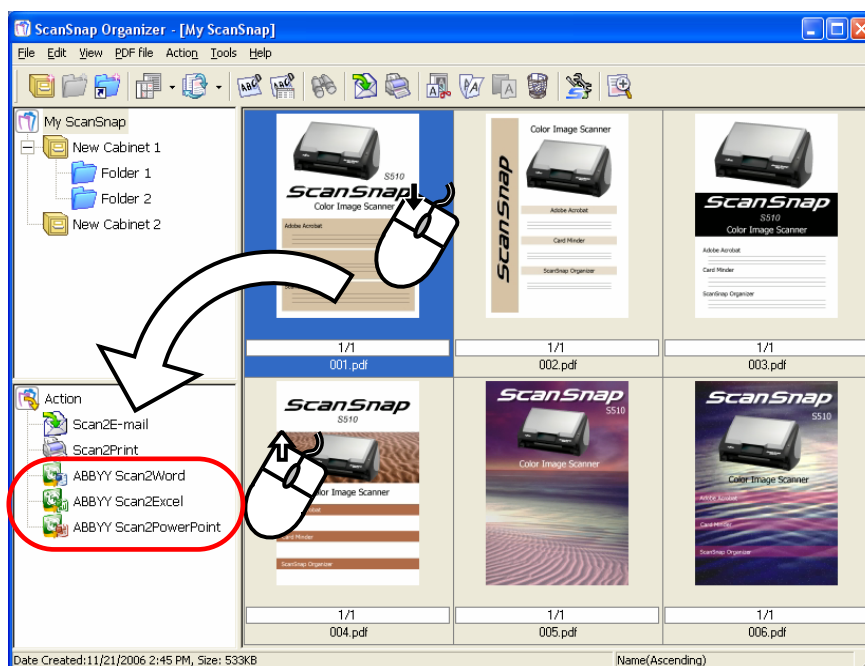


- If you want to print PDF files with “Document Open Password”, which is not thumbnailed, you need to specify the password in the password dialog box in Adobe Acrobat.
- You cannot print PDF files that are not allowed printing.

3.11. Converting into Word/Excel/PowerPoint® files

This section explains how to convert the selected PDF file into Word/Excel/PowerPoint® file. To use this function, you need to install ABBYY FineReader for ScanSnap 3.0 or later in advance.




1. In File view, select a PDF file you want to convert into the Word/Excel/PowerPoint® file.
2. Drag the selected file on “ABBY Scan2Word”  icon, “ABBY Scan2Excel”  icon or “ABBY Scan2PowerPoint”  icon in the Action menu.



⇒ The “ABBY FineReader for ScanSnap(TM) 3.0” dialog box appears and conversion into Word/Excel/PowerPoint® starts.



You can also convert PDF files by either of the following procedure:

- Click the “ABBY Scan2Word” icon , “ABBY Scan2Excel” icon  or “ABBY Scan2PowerPoint” icon  in the Action menu.
- Right-click on the selected file and click [Action] ->[ABBY Scan2Word], [ABBY Scan2Excel] or [ABBY Scan2PowerPoint] in the pop-up menu.
- In the menu bar, select [Action] -> [ABBY Scan2Word], [ABBY Scan2Excel] or [ABBY Scan2PowerPoint].

When the conversion is complete, Microsoft® Word/Excel/PowerPoint® is started, and the converted data is displayed.

3. Edit the Word/Excel/PowerPoint® file displayed, if necessary, and save the data.



About converting into Word/Excel/PowerPoint® file

- If Microsoft® Word/Excel/PowerPoint® is installed on your computer, the resulting data of the conversion is opened with Microsoft® Word, Microsoft® Excel or Microsoft® PowerPoint®.
 - If Microsoft® Word/Excel/PowerPoint® is not installed, the resulting data is saved to file; if you select “ABBY Scan2Word”, files are saved in RTF format (.rtf), if you select “ABBY Scan2Excel”, files are saved in XLS format (.xls), and if you select “ABBY Scan2PowerPoint”, files are saved in PPT format (.ppt).
 - You cannot see the documents converted into Word/Excel/PowerPoint® files unless Microsoft® Word/Microsoft® Excel/Microsoft® PowerPoint® is installed or you have completed user registration to use these applications. Install the above applications and complete user registration to view the converted documents on your computer.
 - If you selected more than one file, those files are converted to one document.
 - ABBYY FineReader for ScanSnap can be used with the following versions of Microsoft® Word, Microsoft® Excel and Microsoft® PowerPoint®.
 - Microsoft® Word: 2000 / 2002 / 2003 /2007
 - Microsoft® Excel: 2000 / 2002 / 2003 / 2007
 - Microsoft® PowerPoint®: 2002 / 2003
 - If this action is executed while the Print or Search function is being performed in Microsoft® Word, Microsoft® Excel or Microsoft® PowerPoint®, the resulting document is not displayed but an error message appears. Do not perform this action and the functions of Microsoft® Word, Microsoft® Excel and Microsoft® PowerPoint® at the same time.
-
-



About setting ABBYY FineReader for ScanSnap

- You can configure the settings for converting PDF files into Word/Excel/PowerPoint® such as “Recognition Languages” in the ABBYY FineReader for ScanSnap setup window. To open the window, click [Start]-> [All Programs] -> [ABBY FineReader for ScanSnap(TM) 3.0] -> [ABBY FineReader for ScanSnap(TM) 3.0]. For details, refer to “ScanSnap S510 Operator’s Guide” or “ScanSnap Upgrade User’s Guide” and “ABBY FineReader for ScanSnap User’s Guide” ([Start]-> [All Programs] -> [ABBY FineReader for ScanSnap(TM) 3.0] -> [User’s Guide])
 - When you convert the PDF file into Word/Excel/PowerPoint® from ScanSnap Organizer, even though you mark the “Delete scanned images after recognition” check box in [General Options] tab in the ABBYY FineReader for ScanSnap(TM) 3.0 setup window ([Start]-> [All Programs] -> [ABBY FineReader for ScanSnap(TM) 3.0] -> [ABBY FineReader for ScanSnap(TM) 3.0]), the PDF file is not deleted.
-
-



About the OCR function of ABBYY FineReader for ScanSnap

- Some types of documents are occasionally misrecognized. Before recognition, check whether the documents you want to convert are suitable for conversion according to the following guidelines.
 - Suitable for conversion to Word
 - Documents created by using simple page layout with one or two columns
 - Suitable for conversion to Excel
 - Simple tables in which every border line connects to the outside borders
 - Not suitable for conversion to Word
 - Documents created by using complex page layout comprised of diagrams, tables, and letters, such as a brochure, magazine, and newspaper
 - Not suitable for conversion to Excel
 - Documents containing tables without borders, complex tables with too many borders, convoluted tables containing sub-tables, diagrams, graphs and charts, photographs, and/or characters written in vertical direction (Diagrams, graphs and charts, photographs, and characters written in vertical direction are not reproduced.)
- The following parameters may not be inherited from the originals during conversion. It is recommended that the converted documents be opened with Microsoft® Word, Microsoft® Excel or Microsoft® PowerPoint® to correct or edit misrecognized letters.
 - Superscript and subscript

If “Japanese” is selected as a recognition language, the following parameters may also not be inherited from the originals during conversion:

 - Font and size of characters
 - Character spacing and line spacing
 - Underline, bold, and Italic

* Note that Scan2PowerPoint does not support conversion in the Japanese language.
- The following types of documents may be misrecognized. If so, change the "Color mode" to "Color" and/or increase the resolution (Image quality) to improve the results of conversion.
 - Documents containing handwritten characters
 - Text including small characters (smaller than 10 points)
 - Skewed documents
 - Documents in languages other than the specified language
 - Documents containing characters written in an unevenly-colored or patterned background (Characters to which effects, such as Shadow, Outline, and Shading, are applied.)
 - Documents of complex layout and documents including unreadable characters (It may take an extended period of time to convert these documents.)
- ABBYY FineReader for ScanSnap can text-recognize only PDF files that are created by using the ScanSnap, but it cannot text-recognize PDF files created by using Adobe Acrobat or other applications.
- Files that can be converted to Word/Excel/PowerPoint® are only the PDF files scanned with ScanSnap and not protected by the security other than “Permissions Password” (such as “Document Open Password”).
- A converted Excel worksheet can contain up to 65536 rows.
- If “Japanese” is selected as a recognition language and the documents are scanned upside down or in landscape orientation, conversion will fail. Correct the document orientation by using Adobe Acrobat, clicking [Document] -> [Rotate Pages].
 - * Note that Scan2PowerPoint does not support conversion in Japanese language.

System requirement

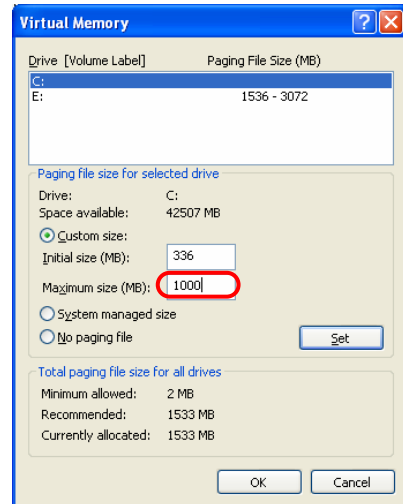
This function uses a large memory size comparing to a size used in other processing. When the memory size is short, an error message of memory shortage appears and “Not enough memory!” is indicated in the conversion indicator window. In this case, follow the instruction below.

- Confirm recommended size of memory or more is installed in your computer. If it is not enough, add more memory to your computer.
-

- If other applications are in operation, quit these applications and try again.
- If a large number of pages are converted at one time, memory may become insufficient during conversion. In this case, change settings for virtual memory configuration, following the procedure below.

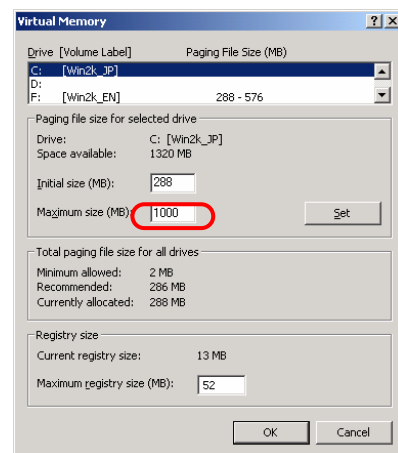
Windows XP

1. Select [Start], right-click [My Computer], and then select [Properties] in the pop-up menu.
2. In the "System Properties" dialog box, select the [Advanced] tab, and then click the [Settings] button under "Performance."
3. In the "Performance Options" dialog box, select the [Advanced] tab, and then click the [Change] button under "Virtual memory."
4. In the "Virtual Memory" dialog box, select "Custom size," and then type in a rather large number in the "Maximum size (MB)" field.
5. Click the [Set] button.
6. Click the [OK] button to close all dialog boxes.



Windows 2000

1. Right-click the [My Computer] icon on the Desktop, and then select [Properties] in the pop-up menu.
 2. In the "System Properties" dialog box, select the [Advanced] tab, and then click the [Performance Options] button under "Performance."
 3. In the "Performance Options" dialog box, click the [Change] button under "Virtual memory."
 4. In the "Virtual Memory" dialog box, type in a rather large number in the "Maximum size (MB)" field under "Paging file size for selected drive."
 5. Click the [Set] button.
 6. Click the [OK] button to close all dialog boxes.
- If the state is not improved through the above measures, add more memory on your computer.



3.12. Deleting Cabinets, Folders, and Files

This section explains how to delete unnecessary Cabinets, Folders, and files.

1. Select the Cabinet, Folder, or file you want to delete.

To delete Cabinets or Folders, use Folder view;
to delete files, use File view.



- When deleting files, you can select multiple files at one time while holding down the [Ctrl] key or [Shift] key.
 - If you delete Cabinets and/or Folders, all the files and Folders included in the Cabinets and/or Folders are also deleted.
-

2. Click the [Delete] button on the toolbar.

Or, select [Delete] on the [File] menu to delete Cabinets, Folders, or files.

⇒ The “Confirm File Delete,” “Confirm Folder Delete” or “Confirm Multiple File Delete” window appears.

3. Click the [Yes] button.

⇒ The selected Cabinet, Folder, or file is deleted.

3.13. Renaming Files

This section explains how to rename the selected files.

1. Select a file you want to rename.

Use the combination of the [Ctrl] key or the [Shift] key to make multiple selection; select files while holding down the [Ctrl]/[Shift] key.

2. Select [Rename] from the [File] menu.

⇒ The “Rename” dialog box appears.

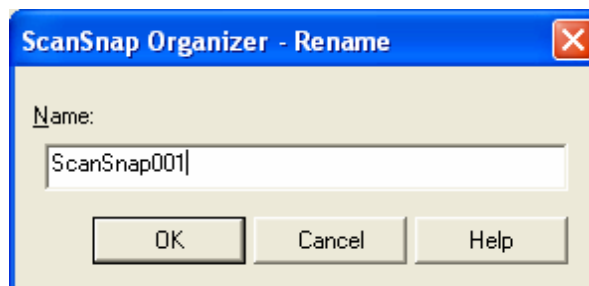


When “List” or “Thumbnails” are displayed with “File Name” on the [View] menu marked, select one file, and then select [Rename] from the [File] menu. By doing so, the file name becomes editable (but the “Rename” dialog box will not appear); rename the file directly.

3. Enter a new file name.

①. When one file is selected:

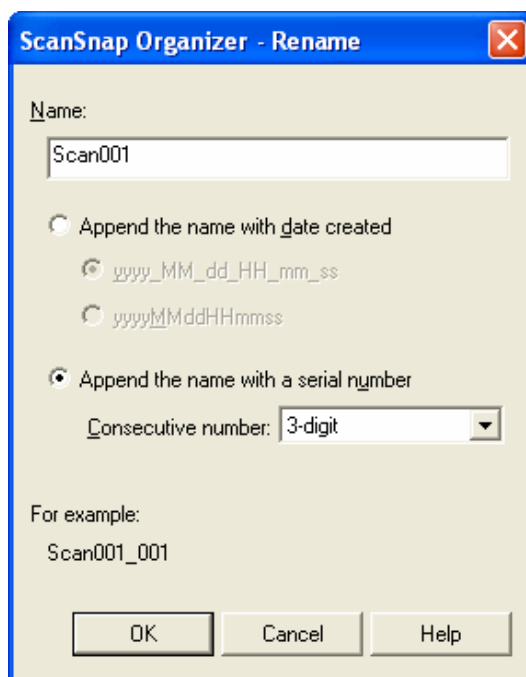
Enter a new file name in the following dialog box.



- **Name:**
Enter a file name in the “Name:” field.
Note that the following characters cannot be used.
¥ / : * ? “ < > |
 - **[OK] button:**
Click the [OK] button to apply the new name to the selected file.
 - **[Cancel] button:**
Click the [Cancel] button to cancel renaming the selected file.
- ❖ If the entered name already exists in the same folder, an error message appears.

②. When multiple files are selected:

Enter a new file name in the following dialog box.



- **Name:**
Enter a file name in the [Name] field.
Note that the following characters cannot be used.
¥ / : * ? “ < > |
- **Append the name with date created**
Select this button to append “_ (under bar) and the date created of the file” to the file name.

yyyymmddHHmmss
Date created is added to the file name using the date format of “_yyyymmddHHmmss.”

yyyymmddHHmmss
Date created is added to the file name using the date format of “_yyyymmddHHmmss.”
- ❖ If the entered name already exists in the same folder, a serial number, which starts with “_001” is added to the name.

- **Append the name with a serial number**
Select this button to append “_” (under bar) and a serial number.
Consecutive number:
Click “▼” to show the drop-down list of consecutive numbers.
You can select a one- to six-digit number.
- **[OK] button:**
Click the [OK] button to apply the new name to the selected file.
- **[Cancel] button:**
Click the [Cancel] button to cancel renaming the selected file.

4. Click the [OK] button.

⇒ The selected file is renamed.

- ❖ The file extension is not changed when the file name is changed.

3.14. Displaying ScanSnap Setup Dialog box

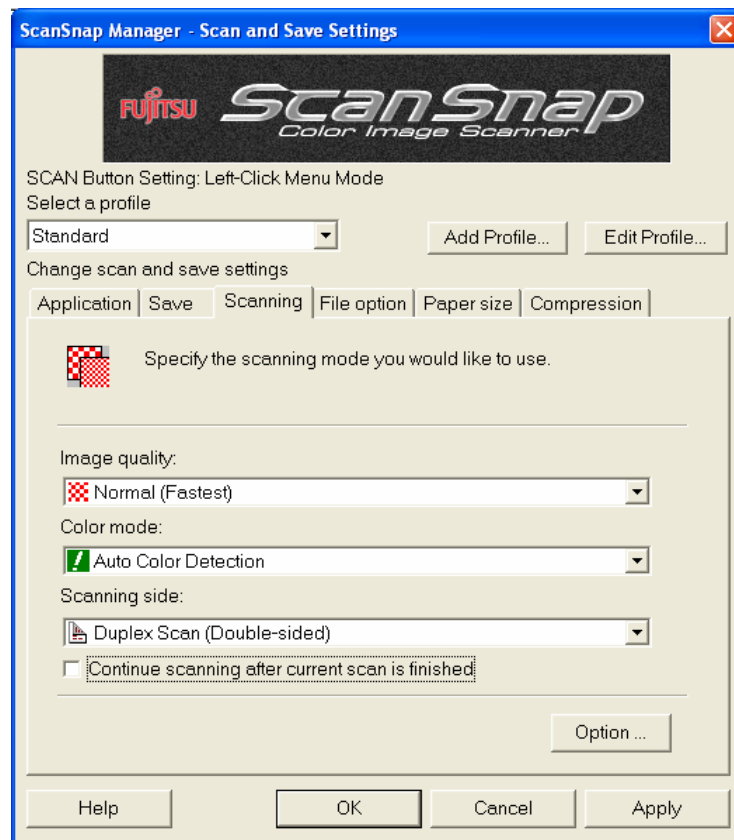
This section explains how to display the ScanSnap configuration dialog box directly from the ScanSnap Organizer screen.

1. Click the [ScanSnap Settings]  button on the toolbar.

You can also open the dialog box by selecting [ScanSnap Settings] from the [Tools] menu.

⇒ The “ScanSnap Manager - Scan and Save Settings” dialog box appears.

2. Change settings as you like and click the [OK] button.



⇒ The changes you made are saved.



- Depending on the ScanSnap model you are using, the setup dialog box may differ from the image above.
- For details on how to configure the ScanSnap setting, refer to “ScanSnap S510 Operator’s Guide” or “ScanSnap Upgrade User’s Guide” that comes with the product.

3.15. Updating Online

In an effort to improve the usability and functionality of ScanSnap Organizer, program updates are carried out timely.

ScanSnap Organizer can automatically detect whether the latest program (Update Pack) is available and update the program.



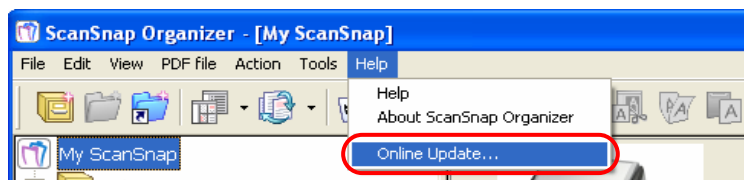
Update Packs are made available without notice. We recommend that you update your program regularly.

When updating ScanSnap Organizer, follow the instructions below.



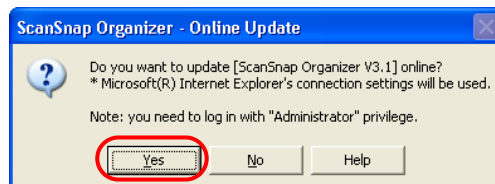
- When updating, it is essential that Internet Explorer is installed in a system which can access the Internet.
- You need to log in with "Administrator" privilege.

1. On the [Help] menu, select [Online Update].



⇒ A message window to confirm whether or not to update ScanSnap Organizer appears.

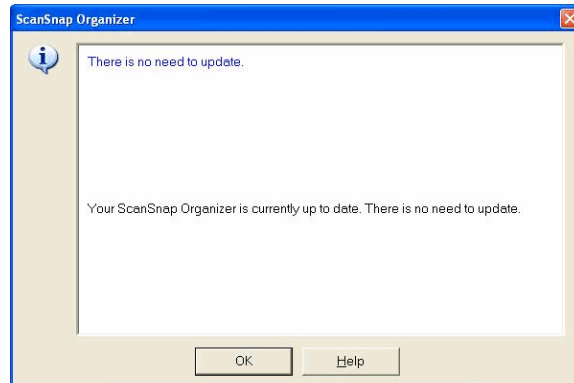
2. Click the [Yes] button.



⇒ If any update is available, a message window to confirm the download and installation of the program appears.

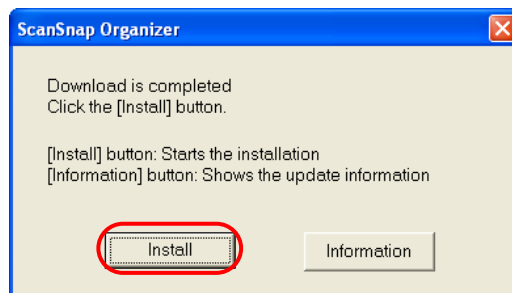


If the latest update has already been installed, the message below appears.



Click the [OK] button to close the message.

3. Click the [Install] button.



When you click the [Information] button, Internet Explorer opens and information about the latest update for ScanSnap Organizer appears.

⇒ Installation starts, and the “Welcome to the InstallShield Wizard for ScanSnap Organizer” dialog box appears.

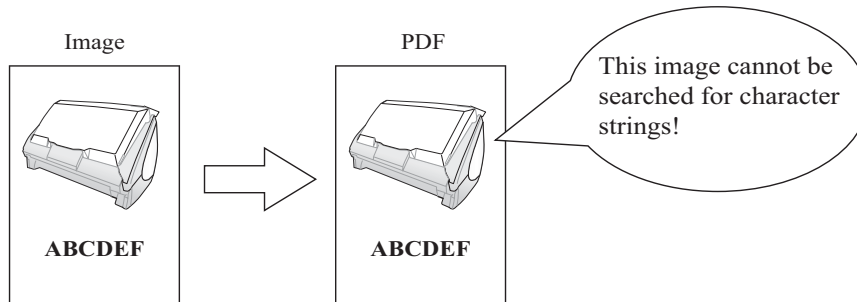
Follow the instructions on the screen to install.

Appendix 1. About Searchable PDF Files

(1) What is a searchable PDF file?

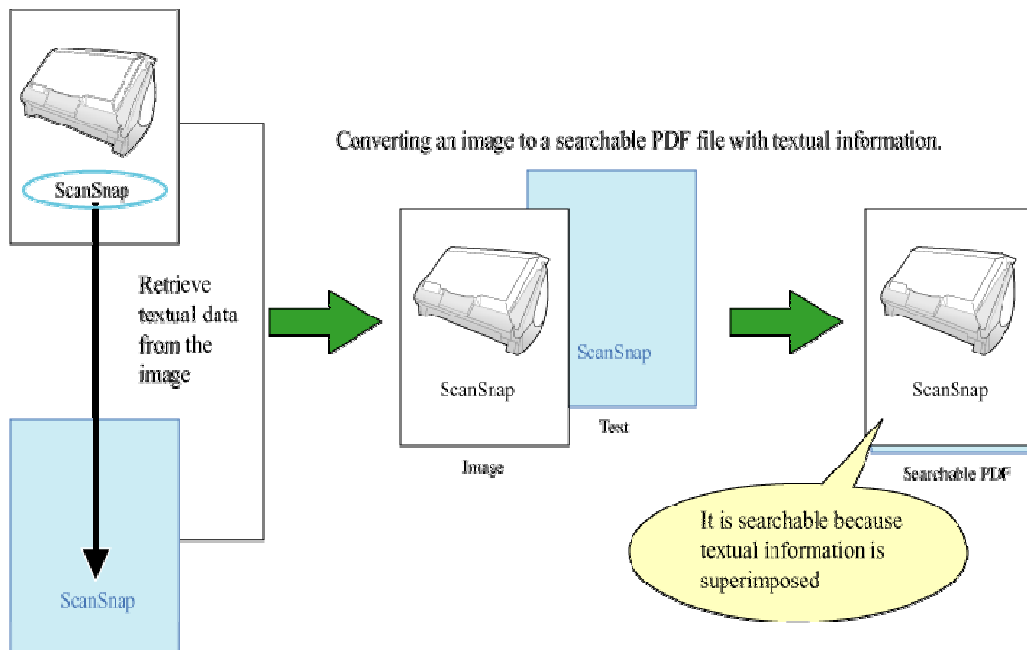
When a paper document is scanned and stored in the form of PDF file, all information in the document such as text, pictures, and charts is output as one image.

In such cases, characters in the scanned document are not searchable because they are the image without textual information.



This being the case, you process the image data with OCR (text recognition) software to retrieve textual information from the image and transparently superimpose the information onto the image data. By doing so, the image data can be stored as a PDF file with textual information.

Although such a PDF file appears to be image data, it has been made searchable, like the text file, with textual information superimposed.



Only files scanned with the ScanSnap can be converted.
For details on how to convert PDF files into searchable PDF files, see [“3.3. Converting PDF Files into Searchable Ones.”](#) (page 37)

(2) About the operation

You can convert files into searchable PDF files using any of the following methods.

- A. With the ScanSnap, perform a scan and conversion at the same time in order to output the searchable PDF files.

You can set the setting at:	The [File option] tab on the ScanSnap Manager.
Target Pages:	All pages or the First page.
Advantage:	<ul style="list-style-type: none"> ● It can save you from having to convert files afterwards.
Disadvantage:	<ul style="list-style-type: none"> ● It takes an extended period of time to scan files. ● The setting cannot be changed for every file; all files are affected. ● You can only select “All pages” or the “First page” to convert.

- B. Activate ScanSnap Organizer and perform automatic conversion.

You can set the setting at:	The [PDF file] menu on ScanSnap Organizer. Select [Convert into Searchable PDF] -> [Automatic Conversion Setting]. Or, click the [Yes] button to turn the “Automatic OCR” ON in the “PDF Automatic Conversion Settings” dialog box that appears at start-up.
Target Pages:	All pages.
Advantage:	<ul style="list-style-type: none"> ● Conversion will always be performed automatically. ● It won’t take long to complete scanning. ● You don’t have to worry how long it may take to convert files because conversion is performed when your using computer is idle.
Disadvantage:	<ul style="list-style-type: none"> ● You cannot designate pages/files to be converted. ● It takes longer because “All pages” of every file are converted. ● The setting cannot be changed for every file; all files are affected.

- C. Activate ScanSnap Organizer and perform conversion by selecting files or a folder.

You can set the setting at:	The [PDF file] menu on the ScanSnap Organizer. Select [Convert into Searchable PDF] -> [Execute].
Target Pages:	All pages, or designated pages when the file is selected in the File view (Thumbnails).
Advantage:	<ul style="list-style-type: none"> ● You can select files to be converted. ● It won’t take long to complete scanning. ● You can select timing to perform conversion. (Execute immediately/Execute when the computer is idle) ● You don’t have to worry how long it may take to convert files if you select to convert files when the computer is idle. ● You can designate pages to be converted.
Disadvantage:	<ul style="list-style-type: none"> ● You have to perform scanning and conversion separately.



For details on how to set the ScanSnap Manager settings, refer to “ScanSnap S510 Operator’s Guide” or “ScanSnap Upgrade User’s Guide.”

Each method has advantages and disadvantages as described above. Use a method that meets your needs. We hope that you find the following descriptions informative to determine the method.

Conditions	Recommended conversion	Final state of PDF file
When you don’t have to make PDF files searchable. <ul style="list-style-type: none"> • When only PDF files that consist of images without textual information are handled. • When you don’t have to search files. • When you have to use applications that do not support searchable PDF files. 	NA	Not searchable.
When you want to make the PDF file searchable to search the file immediately after scanning, even though conversion takes time.	Method A: With the ScanSnap, perform a scan and conversion at the same time in order to output the searchable PDF files.	Searchable immediately after scanning.
When you want to scan files quickly and make PDF files searchable.	Method B: Activate ScanSnap Organizer and perform automatic conversion.	Not searchable immediately after scanning. Searchable after conversion.
When you want to convert PDF files separately after scanning.	Method C: Activate ScanSnap Organizer and perform conversion by selecting files or a folder.	Not searchable immediately after scanning. Searchable after conversion.
When you want to designate pages to be converted into a searchable file.	Method A With the ScanSnap, perform a scan and conversion at the same time in order to output the searchable PDF files. (First pages)	Searchable immediately after scanning. (Searching character strings included in the first pages.)
	Method C: Activate ScanSnap Organizer and perform conversion by selecting files or a folder. (Designated current pages)	Not searchable immediately after scanning. Searchable after conversion (Searching character strings included in the designated pages.)

Conditions	Recommended conversion	Final state of PDF file
When you want to search PDF files but don't have enough time to convert files.	Method A With the ScanSnap, perform a scan and conversion at the same time in order to output the searchable PDF files (First pages)	Searchable immediately after scanning. (Searching character strings included in the first pages.)
	Method C: Activate ScanSnap Organizer and perform conversion by selecting files or a folder. (Selected files, designated current pages, Execute immediately)	Not searchable immediately after scanning. Searchable after conversion. (Searching character strings included in the designated pages.)

* Recommended conversion methods A, B, and C in the table correspond to those in the previous page.

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User's Guide**

P2WW-2300-01ENZ0

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